

TFC Contact No. 18-040-000
RFP No. 303-7-01492
Champion National Security
Amendment No. 2

**AMENDMENT NO. 2
TO THE
CONTRACT FOR
UNIFORMED SECURITY OFFICER SERVICES
BETWEEN
THE TEXAS FACILITIES COMMISSION
AND
CHAMPION NATIONAL SECURITY**

THIS AMENDMENT NO. 2 is entered into by and between the Texas Facilities Commission (hereinafter referred to as “TFC”), a state agency located at 1711 San Jacinto Boulevard, Austin, Texas 78701 and Champion National Security (hereinafter referred to as “Contractor”), located at 9101 Burnet Road, Suite 110, Austin, Texas 78758, to amend the original Contract between the parties (hereinafter referred to as the “Contract”), as amended.

WHEREAS, on or about August 31, 2018, the parties executed that one certain Contract for Uniformed Security Officer Services, among other things, an Exhibit A – CONFIDENTIAL Post Orders; and

WHEREAS, on August 20, 2018, the parties entered into Amendment No. 1 for the purpose of making an administrative change regarding delivery releases and to add a statutorily required provision; and

WHEREAS, the parties desire to adjust post orders and site map and to add an additional rover to increase weekly guard hours for the Park 35 State Office Complex;

NOW, THEREFORE, the parties agree to amend the Contract as follows:

1. The parties hereby agree to amend ARTICLE I – STATEMENT OF WORK, Section 1.1, Service Requirements by deleting Section 1.1 in its entirety and replacing it with Section 1.1, as follows:

“1.1. **SERVICE REQUIREMENTS.** Contractor shall provide uniformed security officer services for the two service locations (hereinafter collectively referred to as the “Service Location”) described in subsections 1.1.1 and 1.1.2, below. Contractor shall provide all labor and all equipment described in Section 1.4, below, as may be necessary to perform these services. Contractor may use Level II unarmed security officers as necessary to fill open posts, without prior TFC approval; provided, however, that Contractor agrees to use its best efforts in transitioning Level II unarmed officers to Level III commissioned officers.

1.1.1. The Park 35 State Office Complex located at 12100 Park 35 Circle, Austin, Texas 78753. Services shall be provided in accordance with Exhibit A-2(a) – Park 35 State Office Complex Post Orders, attached hereto and incorporated herein for all purposes.

1.1.2. The William P. Hobby State Office Building located at

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333 Guadalupe Street, Austin, Texas 78701. Services shall be provided in accordance with Exhibit A-2(b) – William P. Hobby Building Post Orders, attached hereto and incorporated herein for all purposes.”

2. The parties hereby agree to amend ARTICLE I – STATEMENT OF WORK, Section 1.3, Contractor Hours and Pay, by deleting Section 1.3 in its entirety and replacing it with Section 1.3, as follows:

“1.3. **CONTRACTOR HOURS AND PAY.** Contractor shall provide security officers for the hours of service needed in accordance with Exhibit B-2(a) – Park 35 State Office Complex Weekly Officer Hours, and Exhibit B-2(b) – William P. Hobby Building Weekly Officer Hours, which exhibits are attached hereto and incorporated herein for all purposes. Hours of service are estimated, and TFC at its option may increase or decrease hours of service as deemed necessary.”

3. The parties hereby agree to modify ARTICLE III – CONSIDERATION, SECTION 3.1(a), Contract Limit and Fees and Expenses, increasing the total amount of fees to be paid by Twenty-Seven Thousand Eight Hundred Sixty-One and 60/100 Dollars (\$27,861.60), by deleting the paragraph in its entirety and replacing it with the following:

“3.1. **CONTRACT LIMIT AND FEES AND EXPENSES.** (a) The total amount of this Contract shall not exceed the sum of One Million Nine Hundred Sixty-Two Thousand Seven Hundred Ninety-Four and 72/100 Dollars (\$1,962,794.72). This amount includes the Fiscal Year 2018–2019 contract base fee of One Million Eight Hundred Fifty-Four Thousand Nine Hundred Thirty-Three and 12/100 Dollars (\$1,854,933.12) and One Hundred Seven Thousand Eight Hundred Sixty-One and 16/100 Dollars (\$107,861.16) to cover any Additional Services, as defined in Section 3.3 below. Pricing fees will be invoiced in accordance with Exhibit C – Compensation and Fees, attached hereto and incorporated herein for all purposes. Any changes to the not-to-exceed amount or pricing fees set forth in Exhibit C – Compensation and Fees shall be submitted to TFC for review and shall be approved by amendment to this Contract.”

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4. Except as expressly amended above, all provisions of the Contract remain in full force and effect.

In Witness Whereof, the parties hereto have made and executed this Amendment No. 2 to this Contract to be effective as of the date of the last party to sign.

TEXAS FACILITIES COMMISSION

By: DocuSigned by:
Mike Novak
B1C9FC0A8020417...

Mike Novak

Executive Director

Date of execution: 06/07/2019 | 10:48 AM CDT

CHAMPION NATIONAL SECURITY

By: DocuSigned by:
Bobby Davis
B29C9CDD1F5C4DD...

Bobby Davis

VP, Business Development

Date of execution: 06/07/2019 | 10:21 AM CDT

GC

NRG

Dir

[Signature]

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EXHIBIT A-2(a)

PARK 35 STATE OFFICE COMPLEX POST ORDERS

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Post Orders – Park 35 State Office Complex



Texas Facilities Commission

Security and Safety Office

Post Orders for: Park 35 State Office Complex	Effective Date:	Expiration Date:
Location:		

These security Post Orders are maintained by the Texas Facilities Commission. The release of this information to the security officer Services contractor is not a release to the public for purposes of the Public Information Act, Government Code Chapter 552. The information in this document may be excepted from the requirements of the Public Information Act pursuant to Government Code Section 552.101, information confidential by law, in conjunction with Government Code Section 418.181, concerning the confidentiality of information relating to critical infrastructure. The misuse or distribution of confidential information is a criminal offense for purposes of the Public Information Act. Gov't Code § 552.352. All requests for this information should be addressed directly to the Texas Facilities Commission.

General Post Orders

1. Purpose

- 1.1. Post orders for the security officer force to provide direction and instruction of general application to all members of the security force. Each member of the security officer force is responsible for being fully familiar with and responsive to the post orders. These orders will not be modified or revised without the written authority of the Texas Facilities Commission (TFC) Chief Safety Officer (CSO).

2. Mission

- 2.1. The primary mission of the security officer force is to provide protection for Park 35 State Office Complex (P35) personnel, facilities and equipment. The security officer force will carry out specific actions as described in these post orders and individual guard orders in case of emergencies.

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3. Performance of Duty and Uniform

- 3.1.** Security officer personnel will be firm yet courteous, efficient, and tactful at all times while in the performance of their duties. Security officer personnel will never engage in confrontational activities, oral or written, with any person, and refer disagreements and misunderstandings to their supervisor and to the TFC Property Manager. The TFC Property Manager will notify the Contract Administrator of the specifics of the disagreement or misunderstanding. All security officers must read, fully understand, and comply with all Post Orders.
- 3.2.** Security officer personnel will at all times maintain a neat and clean appearance, and while on duty, be fully dressed in the prescribed uniform and equipment. Security officers will be subject to inspection at any time.
- 3.3.** Security officers must not participate in or support any activities which would be disruptive to the performance of their prescribed duties and would decrease the efficiency of the security force operation.
- 3.4.** Security officer personnel will perform only those security duties identified by the security officer contract, these Post orders, or the CSO. Security officers will not perform any other non-security related or unauthorized functions during duty hours, i.e. housekeeping duties, or any act that will distract security officer from his/her intended purpose.
- 3.5.** Security officers will maintain in a neat, orderly, legible fashion, all record books and incident reports.
- 3.6.** Security officers will not offer or divulge any information about facilities operation, structure or personnel to anyone. Security officers shall immediately report to the TFC Property Manager and CSO of any attempts to solicit information regarding personnel or facilities. Under no circumstances are security officers to answer questions or comment to any media representative.
- 3.7.** Security officers will brief and pass on any special instructions to the relief guard regarding any incidents or special circumstances that occurred during the previous shift.
- 3.8.** Security officers will be vigilant as to observations of the surrounding areas on and immediately adjacent to the building property and report any suspicious vehicles or persons to the supervisor on duty.
- 3.9.** Security officers will control access to state facilities. Security officers will intercept, identify and record the proper log entries for visitors and other appropriate persons to state facilities. Security officers will verify valid photo identification card to recorded and signed log entry. If visitor cannot provide a photo identification card, the security officer should contact the employee the visitor is coming to see.
- 3.10** Security officers will ensure that only authorized persons displaying a valid form of identification (driver's license, state-issued identification card, passport, etc) are authorized to

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enter the area assigned. Security officers will notify the supervisor on duty of any unauthorized persons found to be in any area of the property.

- 3.11** Security officers will conduct periodic inspections of their assigned areas and report any unusual incident, circumstance, or emergency to the security supervisor. The security supervisor must contact the TFC Property Manager for any emergency.
- 3.12** Security officers will maintain a high standard of professionalism while on duty. Security officers will be polite and courteous in the performance of their duties. Security officers will not use abusive language, be late for work, or be inattentive. Security officers will not act in any manner detrimental to the reputation of their company or TFC.
- 3.13** Security officers at state facilities must be able to demonstrate a working knowledge of emergency action plans (EAP) i.e. (fire, bomb, intruder, etc.) approved by CSO. EAP will be provided to Contractor prior to provision of services. The contractor will be responsible for the basic training of the security officers.
- 3.14** Security officers will comply with all orders or instructions given to them by supervisor on duty, TFC Property Manager, or CSO.
- 3.15** Security officers will not abuse their authority for personal or monetary gain. Security officers will not gamble or engage in any illegal activity while on duty or while in uniform on state property.
- 3.16** Each shift security officer will maintain a daily activity report to log all security checks, problems and other activity deemed as being significant. Highly irregular items will be documented on an INCIDENT REPORT and submitted to the TFC Property Manager.
- 3.17** Each shift security officer will prepare a report for their shift. These reports will be grouped together and submitted to the TFC Property Manager by the on-site Supervisor on the first of each month.
- 3.18** Maintain a high visibility profile by greeting TFC tenants and visitors.
- 3.19** In cases of fire or other building emergencies call 911, TFC Operations & Maintenance at (512) 463-3600, and the TFC Property Manager.

4 Professional Conduct

- 4.1** Honesty- Security officers will not remove any item from an office, room, or space except under instructions from the supervisor, TFC Property Manager or CSO.
- 4.2** Proper use of Official Time- Security officers will remain alert and vigilant at all times. Security officers will not nap or sleep on post, engage in personal conversations in person or on the telephone, read a newspaper, watch TV, or attend to any other personal business during duty hours, except during approved breaks.

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- 4.3** Uniforms- Security officers will wear clean, neat, and complete uniforms while on duty.
- 4.4** Sexual Harassment- Security officers will not engage in any conversation or activity that may be interpreted as sexual harassment.
- 4.5** Incidents Reports- Incident reports will be prepared immediately after observing a security incident. All incident reports must be given to supervisor. Supervisor will pass report to TFC Property Manager and CSO. All incident reports will be available to TFC Property Manager within 24 hours of incident. If immediate action is required concerning incident, supervisor will notify the TFC Property Manager or CSO immediately or no later than fifteen minutes after the incident.
- 4.6** Surveillance Detection- Security officers will be aware of and report any attempt to perform surveillance directed at state facilities. The CSO will be notified immediately.
- 4.7** Telephone and Radio Communication- Security officers will handle official telephone calls or inquiries while on duty. Security officers will be courteous and polite on official calls. All calls should be referred to the proper person.
- 4.8** Disclosure of Official Information- Security officers shall not disclose official information, records, and documents to unauthorized personnel. Security officers will not discuss the nature of their duties or what is observed or overheard during the execution of prescribed duties with any unauthorized personnel.

5 Alcoholic Beverages/Narcotics and Dangerous Drugs

- 5.1** The drinking of intoxicating beverages or substances on duty, or four hours prior to assuming duty is prohibited. Any guard who is incapacitated or has the appearance of diminished physical or mental faculties will not be posted on duty, will not be allowed to work, and may be terminated for reporting to work in this manner.
- 5.2** The use of illegal drugs or other dangerous substances is strictly prohibited. Any guard using, or in possession of an illegal drug or other dangerous substance shall be removed from State property immediately.

6 Proper Identification Card and Visitors

- 6.1** Security officer will screen all state employees for a State of Texas identification card. The security officer will ensure the employee badge has a current expiration year. The security officer should randomly check badges for closer inspection to ensure compliance. A person without an identification card will check in at the security desk and register in the employee log.
- 6.2** Security officer will require the employee to provide a government issued photo identification card, i.e. driver license, passport, etc.
- 6.3** Security officer will check the state employee's name against an employee roster, employee's manager, or by contacting TFC badging unit during business hours at (512) 463-6156 to

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confirm employee's employment status.

- 6.4 Security officer will issue employee a temporary employee tag. Under no circumstances will a temporary employee tag be issued to someone whose name is not on the Badge Administrator List or approved site-specific employee list, or approved by the employee's manager, or by confirmation through the TFC badging unit.
- 6.5 Security officer will require all visitors check in at security station and register in the visitor log or computer visitor tracking system. Each visitor will provide a government issued photo identification card.
- 6.6 Security officer will cross check name on visitor log to ensure it matches name on photo identification.
- 6.7 All visitors will furnish the name of the person or office to be visited. Security officer will establish contact with the person or office and arrange for the visitor to be met at the security station.

7 Parking Control

- 7.1 Only authorized vehicles are permitted to park on state parking surfaces. While on patrol, security officers will monitor parked vehicles to ensure all vehicles display the appropriate State-issued proper parking decal.
- 7.2 All vehicles without proper employee decal are subject to a written warning ticket or towing.
- 7.3 A commercial towing service is available to remove vehicles not in compliance with the parking policy.
- 7.4 Security officers will notify security supervisor of serious parking violations. The TFC Property Manager will be notified of serious or repeat parking violation by security supervisor. Security supervisor or TFC Property Manager will determine if towing is necessary and call the prescribed commercial towing service.
- 7.5 Security officers will generate an incident report for any circumstance or instance where a vehicle has been towed. Security officers will report to the TFC Property Manager any vehicle parked in prohibited areas or a handicapped space without proper hangtag or license plate.
- 7.6 Service vehicles, including delivery vehicles, may be parked in areas normally closed to parking as necessary while work is being performed at facilities.
- 7.7 The security officer will escort employees to/from their vehicles when requested.
- 7.8 Report the presence of bottles, broken glass and other physical safety hazards for removal to The TFC Property Manager or building maintenance services at 512-463-3600 (after hours).
- 7.9 Confront and remove trespassers from parking areas, if necessary.

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8 Site Patrol

8.1 Patrol Rounds

- 8.1.1** Security officers will make roving patrol rounds to check general facility and property security. Security officers will report any suspicious or unusual situations.
- 8.1.2** Security officers will make continuous patrols during each shift. Security officers will make rounds in a random manner to prevent establishing a pattern of movement.
- 8.1.3** Security officers will use patrol equipment designated to their post. i.e. golf cart, foot patrol, etc. to perform rounds.
- 8.1.4** Security officers will check all exterior doors and report any unlocked doors to security supervisor or TFC Property Manager. All exterior doors will be secured immediately. Security officers will close all interior doors left unattended after business hours.
- 8.1.5** Security officers will check all interior doors to ensure they are secure.
- 8.1.6** Mandatory check points will be identified by CSO and the security officer must swipe their access card to acknowledge the location has been checked. Security officers making rounds shall scan their access card at the following locations on each round to ensure a marker for security (additional check points may be added by CSO).
 - 8.1.6.1** Employee entrance
 - 8.1.6.2** Visitor entrance
 - 8.1.6.3** Cafeteria entrance
 - 8.1.6.4** Loading dock entrance.
- 8.1.7** Security officers making rounds will provide support for crowd control at requested post.
- 8.1.8** Security officers will alternate designated posts with other guards every two hours. Security supervisor should use security rovers during the transition of shifts.
- 8.1.9** Report any building maintenance related problems such as plumbing, lighting, heating, cooling, cleaning, etc., that might require attention or repair to the TFC Property Manager and annotate in the Daily Activity Log. Contact TFC Dispatch to report safety problems at (512) 463-3600.
- 8.1.10** Security officer will respond to all alarms and complaints within section and notify supervisor.

9 Keys and Control

- 9.1** Security officers will follow all policies and procedures related to key control as determined by CSO.

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- 9.2 KEYS FOR STATE BUILDINGS:** TFC will provide the Contractor with keys for buildings covered by the contract.
- 9.3** The Contractor, under the terms of the contract shall not make, or allow to be made, duplicate copies of the keys issued to them. Should the Contractor need additional keys beyond the number of keys provided to them by TFC, the Contractor shall request additional keys in written format and state why additional keys are necessary.
- 9.4** All keys remain the property of TFC at all times and shall be surrendered immediately to the Contract Administrator upon request. All Contractor issued keys shall remain on-site in the contracted buildings at all times.
- 9.5** Security officers may also be responsible for checking out keys to facility Custodial staff. Distribution and return of keys shall be logged in a manner acceptable to TFC.
- 9.6** If all keys are not returned upon expiration or termination of the contract, the Contractor shall be responsible for the cost of re-keying the affected location. A spot check or inspection of the Contractor issued key inventory may be performed at any time by the Contract Administrator. If during the spot check or inspection, or any other time, the Contract Administrator determines that the Contractor
- 9.6.1** 1) does not have the accurate number of Contractor issued keys in the contractor inventory;
 - 9.6.2** 2) has duplicate and/or additional keys;
 - 9.6.3** 3) or allowed additional keys to be made, TFC may immediately terminate the contract and assess actual damages in the cost of re-keying the affected location.
- 9.7** Should TFC change locks on the building(s) for reasons other than the fault of the Contractor, TFC will provide the Contractor with new keys.
- 9.8** Contractor will ensure that all keys and items belonging to TFC are returned to TFC upon guard separation, reassignment, or upon contract expiration or termination.
- 10 CCTV** - The security officers shall view the TV monitors for specific areas as much as possible when not performing other duties and shall immediately report suspicious, criminal, or unusual activity to the local police department and the TFC Property Manager. The security officer shall report any malfunction of the cameras, monitors or DVR systems to TFC immediately.
- 10.1** This system has been implemented by the TFC to assist with the safety of employees, visitors, and contractors and enhance the security of state facilities.
- 10.2** All CCTV will be managed in accordance with TFC policies and procedures.
- 10.3** Security officers will not disclose, divulge, discuss, duplicate, or erase CCTV recordings or its contents without the express consent of TFC.

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- 10.4** Security officers will be responsible for monitoring the recordings in real time and post-incident review.
- 10.5** Security officers will be responsible for acting in regard to recorded incidents and reporting to security supervisor and TFC Property Manager.
- 10.6** Security officers understand that all recordings and their content is the property of TFC and shall not be copied, distributed or used for any publication. If recordings are requested by law enforcement, security officers should contact TFC Property Manager or CSO.
- 10.7** Security officers understand only authorized personnel are permitted to view CCTV. Authorized personnel include the CSO, TFC Contract Manager, TFC Property Manager, law enforcement personnel and site security staff.
- 10.8** Security officers will monitor common areas and areas accessible to the public.
- 10.9** Security officers must not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classification protected by non-discrimination policy.
- 10.10** Security officers will keep the CCTV control room locked at all times.
- 10.11** Security officers are prohibited from conducting casual visits in the CCTV control room.
- 11 Emergency Response Procedures**
 - 11.1 Fire Alarms**
 - 11.1.1** Security officers will be trained in fire prevention and reporting responsibilities. Security officers will constantly look for fire hazards whenever possible and report to appropriate personnel.
 - 11.1.2** Security officers who receive fire alarm activation alarms shall proceed immediately to location of alarm.
 - 11.1.3** Security officer shall attempt to ascertain information about the cause of the alarm either by occupants on scene or from the fire alarm panel.
 - 11.1.4** If security officers discover a false alarm, the TFC Property Manager shall be notified. The alarm will be reset by the appropriate personnel.
 - 11.1.5** If security officers discover a fire, it shall be reported immediately to 911.
 - 11.1.6** Security officers will inform employees in the immediate vicinity of the fire and order an emergency evacuation of area.

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11.1.7 Security officers primary duty in regard to fire alarm response is to prevent the loss of life.

11.2 Medical Emergency Response

11.2.1 Security officers will notify emergency by dialing 911. Security will secure scene and stay with victim until help arrives.

11.3 Civil Disturbances and Disputes

11.3.1 Demonstrations and other disturbances may happen at any time. TFC Property Manager shall be notified of any demonstration, protests or political information booths on the property, whether peaceful or not. TFC Property Manager will brief security officers regarding current events associated with agency business as appropriate.

11.3.2 Security officers shall be alert to an increase in police activity or other unusual activities occurring near building entrances that could signal that a demonstration or other civil disturbance problem is taking place in that vicinity.

11.3.3 Security officers shall ensure all facilities are secure and no unauthorized person enters the facility.

11.3.4 Security officers will escort and remove from state property any person who causes a disturbance and report the incident to the TFC Property Manager and CSO.

11.4 Criminal Activities

11.4.1 Security officers will be aware of and report of any acts of threats, physical violence, intimidation, harassment, etc. that could affect personnel and/or facilities.

11.4.2 Security officers who believe an imminent threat is present will immediately notify local law enforcement. Security officers will be the first point of contact for law enforcement officers.

11.4.3 Security officers will assist law enforcement officers who enter the premises.

11.4.4 Security officers will follow the directive of law enforcement officers on-site.

11.5 Bomb Threat Response - Telephone

11.5.1 Security officers will follow the procedures listed during a bomb threat:

11.5.2 Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.

11.5.3 Listen carefully. Be polite and show interest.

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11.5.4 Try to keep the caller talking to learn more information.

11.5.5 If possible, during the call, write a note to a colleague to call the appropriate local law enforcement agency or, as soon as the caller hangs up, immediately notify the appropriate local law enforcement agency.

11.5.6 If your phone has a display, copy the number and/or letters on the window display.

11.5.7 Complete the **Bomb Threat Checklist**. Write down as much details as you can remember. Try to get exact words.

11.5.8 Ask caller questions, such as:

11.5.8.1 Where the bomb is located?

11.5.8.2 When will it go off?

11.5.8.3 What does it look like?

11.5.8.4 What kind of bomb is it?

11.5.8.5 What will make it explode?

11.5.8.6 Did you place the bomb?

11.5.8.7 Why did you place the bomb?

11.5.8.8 What is your name?

11.5.9 Immediately upon termination of the call, **DO NOT HANG UP**. It is essential that the affected line remain disengaged to facilitate the efforts of responding law enforcement. **From a different phone**, dial 911 with information and await instructions.

11.5.10 Security officers shall look for signs of suspicious packages, including, but not limited to those that exhibit:

11.5.10.1 no return address,

11.5.10.2 excessive postage,

11.5.10.3 stains, strange odor,

11.5.10.4 strange sounds,

11.5.10.5 unexpected delivery,

11.5.10.6 poorly handwritten,

11.5.10.7 misspelled words,

11.5.10.8 incorrect titles,

11.5.10.9 foreign postage,

11.5.10.10 restrictive notes (such as *"to be opened by John Doe only"*).

11.5.11 Security officers will not use two-way radios or cellular phones. Radio signals have the potential to detonate a bomb. Security officers will instruct building tenants of this prohibition during evacuation, to include a minimum safe distance for the use of two-way radios of cellular phones by evacuated tenants.

11.5.12 Security officers will not touch or move a suspicious package. Movement or vibrations have the potential to detonate a bomb.

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11.5.13 All bomb threats are to be reported to the TFC Property Manager after reporting to the local authorities.

12. Elevator Entrapment

12.1 Security officers will answer all telephone calls for elevator entrapments or problems.

12.2 Security officers will notify security supervisor, TFC Property Manager, or TFC dispatch at (512) 463-3600 for elevator entrapments or problems. If a medical emergency is evident, security officer or appropriate representative will notify emergency personnel by calling 911.

13. Other Duties

13.1 Fire Alarm Systems

13.1.1 Security officers will report all fire alarms to the TFC Property Manager or appropriate personnel.

13.1.2 Security officers will check to ensure all dock gates and courtyard gates release during fire alarm activation. If dock gate or courtyard gates failed to release, the security officer should call the TFC Operations Line at (512) 463-3600.

13.2 Portable Fire Extinguishers

13.2.1 Security officers will check inspection tags on fire extinguishers once a month while conducting patrol rounds. Security officers will notify TFC Property Manager of any expired fire extinguisher.

13.3 Supplemental TFC Distributed Training Materials

13.3.1 TFC may distribute additional site and training materials, such as the Department of Homeland Security Active Shooter Guide, http://www.alerts.si.edu/docs/DHS_ActiveShooterBook.pdf during the term of the contract. These additional training materials will be collated and assembled in a binder issued by TFC and located at the main security post desk. All contractor personnel are to be familiar with and abide by these additional supplemental informational and training materials.

14. Performance of Duty Supervisor

14.1 This is a salaried position. The Duty Supervisor reports to and is expected to be accessible by TFC Contract Administrator, TFC Property Manager and/or CSO twenty-four hours a day/seven days a week for resolution of any issues that arise.

14.2 The primary responsibility of supervisor is the protection of personnel and property and overall supervision of all guard operations and shifts at state facilities for compliance to these post orders.

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- 14.3** Supervisor will maintain or approve work schedules for all personnel.
- 14.4** Supervisor will ensure all security officers have reviewed all general and specific post orders for all posts.
- 14.5** Supervisor will inspect all logbooks and incident reports upon receipt for accuracy and completeness.
- 14.6** Supervisor will ensure all personnel and posts have the required equipment to perform duties.
- 14.7** Supervisor will inform security officers of all special events and activities and will provide special instructions if necessary.
- 14.8** Supervisor will address any problems or situations requiring resolution and ensure that all guard personnel are performing their assigned duties.
- 14.9** Supervisor will perform random radio checks at post.
- 14.10** Supervisor will respond to any and all emergency situations.
- 14.11** Supervisor will ensure that all serious incidents are reported immediately to TFC Property Manager or CSO.
- 14.12** Supervisor will investigate all disturbances, complaints, thefts, vandalism, and accidents and provide a report to TFC Property Manager or CSO.
- 14.13** Ensure TFC and tenant agency record retention policies are enforced
- 14.14** Deliver sign-in logs and other records that require retention to the appropriate party.
- 14.15** Screen and issue badges for TFC contractors
- 14.16** Manage after-hours employee sign-in log

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15. Workstation/Password Policy

- 15.1.** The purpose of this post order is to establish a standard for the creation of strong passwords, the protection of those passwords, and the frequency of change for workstations on the TFC Building Control Network (BCN).
- 15.2.** This policy includes all security personnel who have or are responsible for an account or any form of access that supports or requires a password on the BCN.
- 15.3.** All personnel who have been assigned an account must sign a TFC user agreement provided by the TFC Information Security Officer (ISO).
- 15.4.** All passwords will be changed every sixty days (60).
- 15.5.** Supervisors will ensure all workstations are logged off, at a minimum, every third day.
(Note: Computers should not be shut down).
- 15.6.** If workstation is shut down for any reason, the security officer at the post must notify the supervisor or lead. Workstations can only be unlocked by users who have a valid password account.
- 15.7.** Supervisors, leads or authorized personnel are authorized to log in on workstations at the beginning of each shift change.
- 15.8.** Passwords may not be shared with unauthorized personnel. All passwords should be treated as sensitive and confidential.
- 15.9.** Passwords may not be written on the back of workstations or keyboards.
- 15.10.** Any password that is compromised, should be reported to the contract administrator, CSO or ISO.
- 15.11.** In the event a work station is logged off, supervisors should ensure personnel without access follow the chain-of-contact to unlock work stations. Chain-of-Contact:
 - 15.11.1. Security Officer Lead
 - 15.11.2. Security Officer Manger
 - 15.11.3. TFC Security Control Manager
 - 15.11.4. TFC ISO
- 15.12.** Security officers may not use state owned work station to surf unauthorized sites. Work station must be used for official state business.
- 15.13.** Security officers may not use any unauthorized systems or equipment to access work stations, including but not limited to, USB ports etc.
- 15.14.** The ISO may perform compliance checks to ensure this policy is followed.
- 15.15.** The CSO may amend this section at any time.

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Post Specific Section: A	Post Location: A1, A2	Number of Guards: 2
See Diagram A		

16. Primary Duty

- 16.1. The primary duty of the security officer at this Post A is the protection of personnel and property through adequate screening and access control.

17. Post A1

- 17.1. Security supervisor or lead security officer will man post A1. Supervisor will ensure all post positions are covered and is responsible for addressing problem situations.
- 17.2. Security supervisor will monitor visitors' movements within their assigned area to ensure that visitors are not loitering or are unescorted.
- 17.3. Security supervisor will ensure that all posts in assigned areas are properly staffed and relieved.
- 17.4. Security supervisor will initiate radio check with each post in assigned area every hour.

18. Post A2

- 18.1. The security officer is not responsible for the opening of doors or carrying of packages for building tenants or visitors, but may offer assistance, if the performance of prescribed duties is not affected. Under no circumstances are security officers to accept monetary or any other gratuity for services rendered.
- 18.2. Security officer will screen all state employees for proper identification cards.
- 18.3. Security officer will control the entry and exit of all visitors. Visitors shall only enter and leave buildings through the main entrances. Security officers will issue a visitor's badge and notify the employee or department being visited.
- 18.4. Security officer will not grant access to visitors into controlled areas or provide an escort to visitor's destination. The employee or department receiving the visitor must provide an escort or access into controlled areas.
- 18.5. Security officer will ensure that all packages, brief cases, purses, etc. are not left unattended. All items left unattended will be logged and placed in a designated secured location.
- 18.6. Security officer will immediately notify security supervisor of any suspicious individuals and/or items left unattended.

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- 18.7.** Security officer will immediately notify security supervisor during demonstrations or emergencies.
- 18.8.** Security officer will maintain a daily log of any incidents.
- 18.9.** Security officer will man post at all times. Only security officers who have been properly relieved by the Security Supervisor can leave post.
- 18.10.** Security officer will rotate post position every two (2) hours until end of shift. The relieving security officer will conduct an interior check of building prior to relieving post. Security supervisor should use security rovers during the transition of shifts.
- 18.11.** Security officer will monitor CCTV while on post.
- 18.12.** Security officer will check tenant agency provided list of approved deliveries to grant access. Security officer will ensure deliveries not listed on tenant agency provided list shall check in at main entrance.
- 18.13.** During an emergency evacuation, security officer shall not allow unauthorized personnel into the building. Once the emergency has concluded, all personnel are required without exception to utilize employee badges for readmission to facility.
- 18.14.** Security officer shall not accept specimens or samples packages at any time.
- 18.15.** Security officer will notify TFC Property Manager if any safety hazards are discovered or reported.

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Post Specific Section: B	Post Location: B1	Number of Guards: 1
See Diagram B		

19. Primary Duty

- 19.1. The primary duty of the security officer at this Post B is the protection of personnel and property through adequate screening and access control.

20. Post B1

- 20.1. The security officer is not responsible for the opening of doors or carrying of packages for building tenants or visitors, but may offer assistance, if the performance of prescribed duties is not affected. Under no circumstances are security officers to accept monetary or any other gratuity for services rendered.
- 20.2. Security officer will screen all state employees for proper identification cards.
- 20.3. Security officer will control the entry and exit of all visitors. Visitors shall only enter and leave buildings through the main entrances. Security officers will issue a visitor's badge and notify the employee or department being visited.
- 20.4. Security officer will not grant access to visitors into controlled areas or provide an escort to visitor's destination. The employee or department receiving the visitor must provide an escort or access into controlled areas.
- 20.5. Security officer will ensure that all packages, brief cases, purses, etc. are not left unattended. All items left unattended will be logged and placed in a designated secured location.
- 20.6. Security officer will immediately notify security supervisor of any suspicious individuals and/or items left unattended.
- 20.7. Security officer will immediately notify security supervisor during demonstrations or emergencies.
- 20.8. Security officer will maintain a daily log of any incidents.
- 20.9. Security officer will man post at all times. Only security officers who have been properly relieved by the Security Supervisor can leave post.
- 20.10. Security officer will rotate post position every two (2) hours until end of shift. The relieving security officer will conduct an interior check of building prior to relieving post. Security supervisor should use security rovers during the transition of shifts.
- 20.11. Security officer will monitor CCTV while on post (If applicable).

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- 20.12.** Security officer will check tenant agency provided list of approved deliveries to grant access. Security officer will ensure deliveries not listed on tenant agency provided list shall check in at main entrance.
- 20.13.** During an emergency evacuation, security officer shall not allow unauthorized personnel into the building. Once the emergency has concluded, all personnel are required without exception to utilize employee badges for readmission to facility.
- 20.14.** Security officer shall not accept specimens or samples packages at any time.
- 20.15.** Security officer will notify TFC Property Manager if any safety hazards are discovered or reported.

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Post Specific Section: C	Post Location: C1	Number of Guards: 1
See Diagram C		

21. Primary Duty

- 21.1.** The primary duty of the security officer at this Post C is the protection of personnel and property through adequate screening and access control.

22. Post C1

- 22.1.** The security officer is not responsible for the opening of doors or carrying of packages for building tenants or visitors, but may offer assistance, if the performance of prescribed duties is not affected. Under no circumstances are security officers to accept monetary or any other gratuity for services rendered.
- 22.2.** Security officer will screen all state employees for proper identification cards.
- 22.3.** Security officer will control the entry and exit of all visitors. Visitors shall only enter and leave buildings through the main entrances. Security officers will issue a visitor's badge and notify the employee or department being visited.
- 22.4.** Security officer will not grant access to visitors into controlled areas or provide an escort to visitor's destination. The employee or department receiving the visitor must provide an escort or access into controlled areas.
- 22.5.** Security officer will ensure that all packages, brief cases, purses, etc. are not left unattended. All items left unattended will be logged and placed in a designated secured location.
- 22.6.** Security officer will immediately notify security supervisor of any suspicious individuals and/or items left unattended.
- 22.7.** In the event of an unauthorized demonstration or an emergency, the security officer will immediately notify security supervisor of the demonstration or emergency.
- 22.8.** Security officer will maintain a daily log of any incidents.
- 22.9.** Security officer will man post at all times. Only security officers who have been properly relieved by the Security Supervisor can leave post.
- 22.10.** Security officer will rotate post position every two (2) hours until end of shift. The relieving security officer will conduct an interior check of building prior to relieving post. Security supervisor should use security rovers during the transition of shifts.
- 22.11.** Security officer will monitor CCTV while on post (If applicable).

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- 22.12.** Security officer will check tenant agency provided list of approved deliveries to grant access. Security officer will ensure deliveries not listed on tenant agency provided list shall check in at main entrance.
- 22.13.** During an emergency evacuation, security officer shall not allow unauthorized personnel into the building. Once the emergency has concluded, all personnel are required without exception to utilize employee badges for readmission to facility.
- 22.14.** Security officer shall not accept specimens or samples packages at any time.
- 22.15.** Security officer will notify TFC Property Manager if any safety hazards are discovered or reported.

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Post Specific Section: D	Post Location: D1	Number of Guards: 1
See Diagram D		

23. Primary Duty

- 23.1. The primary duty of the security officer at this Post D is the protection of personnel and property through adequate screening and access control.

24. Post D1

- 24.1. The security officer is not responsible for the opening of doors or carrying of packages for building tenants or visitors, but may offer assistance, if the performance of prescribed duties is not affected. Under no circumstances are security officers to accept monetary or any other gratuity for services rendered.
- 24.2. Security officer will screen all state employees for proper identification cards.
- 24.3. Security officer will control the entry and exit of all visitors. Visitors shall only enter and leave buildings through the main entrances. Security officers will issue a visitor's badge and notify the employee or department being visited.
- 24.4. Security officer will not grant access to visitors into controlled areas or provide an escort to visitor's destination. The employee or department receiving the visitor must provide an escort or access into controlled areas.
- 24.5. Security officer will ensure that all packages, brief cases, purses, etc. are not left unattended. All items left unattended will be logged and placed in a designated secured location.
- 24.6. Security officer will immediately notify security supervisor of any suspicious individuals and/or items left unattended.
- 24.7. In the event of an unauthorized demonstration or an emergency, the security officer will immediately notify security supervisor of the demonstration or emergency.
- 24.8. Security officer will maintain a daily log of any incidents.
- 24.9. Security officer will man post at all times. Only security officers who have been properly relieved by the Security Supervisor can leave post.
- 24.10. Security officer will rotate post position every two (2) hours until end of shift. The relieving security officer will conduct an interior check of building prior to relieving post. Security supervisor should use security rovers during the transition of shifts.
- 24.11. Security officer will monitor CCTV while on post (If applicable).

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- 24.12.** Security officer will check tenant agency provided list of approved deliveries to grant access. Security officer will ensure deliveries not listed on tenant agency provided list shall check in at main entrance.
- 24.13.** During an emergency evacuation, security officer shall not allow unauthorized personnel into the building. Once the emergency has concluded, all personnel are required without exception to utilize employee badges for readmission to facility.
- 24.14.** Security officer shall not accept specimens or samples packages at any time.
- 24.15.** Security officer will notify TFC Property Manager if any safety hazards are discovered or reported.

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Post Specific Section: E	Post Location: E1	Number of Guards: 1
See Diagram E		

25. Primary Duty

- 25.1. The primary duty of the security officer at this Post E is the protection of personnel and property through adequate screening and access control.

26. Post E1

- 26.1. The security officer is not responsible for the opening of doors or carrying of packages for building tenants or visitors, but may offer assistance, if the performance of prescribed duties is not affected. Under no circumstances are security officers to accept monetary or any other gratuity for services rendered.
- 26.2. Security officer will screen all state employees for proper identification cards.
- 26.3. Security officer will control the entry and exit of all visitors. Visitors shall only enter and leave buildings through the main entrances. Security officers will issue a visitor's badge and notify the employee or department being visited.
- 26.4. Security officer will not grant access to visitors into controlled areas or provide an escort to visitor's destination. The employee or department receiving the visitor must provide an escort or access into controlled areas.
- 26.5. Security officer will ensure that all packages, brief cases, purses, etc. are not left unattended. All items left unattended will be logged and placed in a designated secured location.
- 26.6. Security officer will immediately notify security supervisor of any suspicious individuals and/or items left unattended.
- 26.7. In the event of an unauthorized demonstration or an emergency, the security officer will immediately notify security supervisor of the demonstration or emergency.
- 26.8. Security officer will maintain a daily log of any incidents.
- 26.9. Security officer will man post at all times. Only security officers who have been properly relieved by the Security Supervisor can leave post.
- 26.10. Security officer will rotate post position every two (2) hours until end of shift. The relieving security officer will conduct an interior check of building prior to relieving post. Security supervisor should use security rovers during the transition of shifts.
- 26.11. Security officer will monitor CCTV while on post (If applicable).

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- 26.12.** Security officer will check tenant agency provided list of approved deliveries to grant access. Security officer will ensure deliveries not listed on tenant agency provided list shall check in at main entrance.
- 26.13.** During an emergency evacuation, security officer shall not allow unauthorized personnel into the building. Once the emergency has concluded, all personnel are required without exception to utilize employee badges for readmission to facility.
- 26.14.** Security officer shall not accept specimens or samples packages at any time.
- 26.15.** Security officer will notify TFC Property Manager if any safety hazards are discovered or reported.

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Post Specific Section: F	Post Location: F1	Number of Guards: 1
See Diagram F		

27. Primary Duty

- 26.1** The primary duty of the security officer at this Post F is the protection of personnel and property through adequate screening and access control.

28. Post F1

- 28.1.** The security officer is not responsible for the opening of doors or carrying of packages for building tenants or visitors, but may offer assistance, if the performance of prescribed duties is not affected. Under no circumstances are security officers to accept monetary or any other gratuity for services rendered.
- 28.2.** Security officer will screen all state employees for proper identification cards.
- 28.3.** Security officer will control the entry and exit of all visitors. Visitors shall only enter and leave buildings through the main entrances. Security officers will issue a visitor's badge and notify the employee or department being visited.
- 28.4.** Security officer will not grant access to visitors into controlled areas or provide an escort to visitor's destination. The employee or department receiving the visitor must provide an escort or access into controlled areas.
- 28.5.** Security officer will ensure that all packages, brief cases, purses, etc. are not left unattended. All items left unattended will be logged and placed in a designated secured location.
- 28.6.** Security officer will immediately notify security supervisor of any suspicious individuals and/or items left unattended.
- 28.7.** In the event of an unauthorized demonstration or an emergency, the security officer will immediately notify security supervisor of the demonstration or emergency.
- 28.8.** Security officer will maintain a daily log of any incidents.
- 28.9.** Security officer will man post at all times. Only security officers who have been properly relieved by the Security Supervisor can leave post.
- 28.10.** Security officer will rotate post position every two (2) hours until end of shift. The relieving security officer will conduct an interior check of building prior to relieving post. Security supervisor should use security rovers during the transition of shifts.
- 28.11.** Security officer will monitor CCTV while on post (If applicable).
- 28.12.** Security officer will check tenant agency provided list of approved deliveries to grant access. Security officer will ensure deliveries not listed on tenant agency provided list shall

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check in at main entrance.

- 28.13.** During an emergency evacuation, security officer shall not allow unauthorized personnel into the building. Once the emergency has concluded, all personnel are required without exception to utilize employee badges for readmission to facility.
- 28.14.** Security officer shall not accept specimens or samples packages at any time.
- 28.15.** Security officer will notify TFC Property Manager if any safety hazards are discovered or reported.
- 28.16.** Security officer will secure post during normal business hours only (8:00 AM-5:00 PM M-F).

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Post Specific Section: Rover Day	Post Location: A3	Number of Guards: 1
See Diagram		

29. Patrol Rounds

- 29.1** Security officers will make roving patrol rounds to check general facility and property security. Security officers will report any suspicious or unusual situations.
- 29.2** Security officers will make continuous patrols during each shift. Security officers will make rounds in a random manner to prevent establishing a pattern of movement.
- 29.3** Security officers will use patrol equipment designated to their post. i.e. golf cart, foot patrol, etc. to perform rounds.
- 29.4** Security officers will check all exterior doors and report any unlocked doors to security supervisor or TFC Property Manager. All exterior doors will be secured immediately.
- 29.5** Security officer will patrol dock area and report vehicles blocking dumpsters or otherwise impeding normal dock operations.
- 29.6** Security officer will ensure vehicles in dock area are authorized for service or deliveries.
- 29.7** Mandatory check points will be identified by CSO and the security officer must swipe their access card to acknowledge the location has been checked.
Security officers making rounds shall scan their access card at the following locations on each round to ensure a marker for security (additional check points may be added by CSO).
 - 28.7.1 Employee entrance
 - 28.7.2 Visitor entrance
 - 28.7.3 Cafeteria entrance
 - 28.7.4 Loading dock entrance
- 29.8** Security officers making rounds will provide support for crowd control at requested post.
- 29.9** Security officers will alternate designated posts with other guards every two hours. Security supervisor should use security rovers during the transition of shifts.
- 29.10** Report any building maintenance related problems such as plumbing, lighting, heating, cooling, cleaning, etc., that might require attention or repair to the TFC Property Manager and annotate in the Daily Activity Log. Contact TFC Dispatch to report safety problems at (512) 463-3600.
- 29.11** Security officer will respond to all alarms and complaints within section and notify Security Supervisor.

30 Parking Control

- 30.1** Security officer will patrol parking lot surface in section A3, A4, & A5 for unauthorized vehicles. Only authorized vehicles are permitted to park on state parking surfaces. While on patrol, security officers will monitor parked vehicles to ensure all vehicles display the appropriate State-issued proper parking decal.
- 30.2** All vehicles without proper employee decal are subject to a written warning ticket or towing.

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- 30.3** A commercial towing service is available to remove vehicles not in compliance with the parking policy.
- 30.4** Security officers will notify security supervisor or TFC Property Manager of parking violation. Security supervisor or TFC Property Manager will determine if towing is necessary and call the prescribed commercial towing service.
- 30.5** Security officer will generate an incident report for any circumstance or instance where a vehicle has been towed. Security officers will report to the TFC Property Manager any vehicle parked in prohibited areas or a handicapped space without proper hangtag or license plate.
- 30.6** Service vehicles, including delivery vehicles, may be parked in areas normally closed to parking as necessary while work is being performed at facilities.
- 30.7** Visitors may park in designated visitor areas for 2 hours. Visitors who secure a temporary tag may be allowed to park in employee parking. Visitor parking tag will display current date and time.
- 30.8** The security officer will escort employees to/from their vehicles when requested.
- 30.9** Report the presence of bottles, broken glass and other physical safety hazards for removal to building maintenance services.
- 30.10** Confront and remove trespassers from parking areas, if necessary.

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Post Specific Section: Rover Day	Post Location: B2, & C2	Number of Guards: 1
See Diagram		

31. Patrol Rounds

- 31.1** Security officers will make roving patrol rounds to check general facility and property security. Security officers will report any suspicious or unusual situations.
- 31.2** Security officers will make continuous patrols during each shift. Security officers will make rounds in a random manner to prevent establishing a pattern of movement.
- 31.3** Security officers will use patrol equipment designated to their post. i.e. golf cart, foot patrol, etc. to perform rounds.
- 31.4** Security officers will check all exterior doors and report any unlocked doors to security supervisor or TFC Property Manager. All exterior doors will be secured immediately.
- 31.5** Security officer will patrol dock area and report vehicles blocking dumpsters or otherwise impeding normal dock operations.
- 31.6** Security officer will ensure vehicles in dock area are authorized for service or deliveries.
- 31.7** Mandatory check points will be identified by CSO and the security officer must swipe their access card to acknowledge the location has been checked.
Security officers making rounds shall scan their access card at the following locations on each round to ensure a marker for security (additional check points may be added by CSO).
 - 31.7.1** Employee entrance
 - 31.7.2** Visitor entrance
 - 31.7.3** Cafeteria entrance
 - 31.7.4** Loading dock entrance.
- 31.8** Security officers making rounds will provide support for crowd control at requested post.
- 31.9** Security officers will alternate designated posts with other guards every two hours. Security supervisor should use security rovers during the transition of shifts.
- 31.10** Report any building maintenance related problems such as plumbing, lighting, heating, cooling, cleaning, etc., that might require attention or repair to the TFC Property Manager and annotate in the Daily Activity Log. Contact TFC Dispatch to report safety problems at (512) 463-3600.
- 31.11** Security officer will respond to all alarms and complaints within section and notify Security Supervisor.

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32. Parking Control

- 32.1** Security officer will patrol parking lot surface B2 & C2 for unauthorized vehicles. Only authorized vehicles are permitted to park on state parking surfaces. While on patrol, security officers will monitor parked vehicles to ensure all vehicles display the appropriate State-issued proper parking decal.
- 32.2** All vehicles without proper employee decal are subject to a written warning ticket or towing.
- 32.3** A commercial towing service is available to remove vehicles not in compliance with the parking policy.
- 32.4** Security officers will notify security supervisor or TFC Property Manager of parking violation. Security supervisor or TFC Property Manager will determine if towing is necessary and call the prescribed commercial towing service.
- 32.5** Security officer will generate an incident report for any circumstance or instance where a vehicle has been towed. Security officers will report to the TFC Property Manager any vehicle parked in prohibited areas or a handicapped space without proper hangtag or license plate.
- 32.6** Service vehicles, including delivery vehicles, may be parked in areas normally closed to parking as necessary while work is being performed at facilities.
- 32.7** Visitors may park in designated visitor areas for 2 hours. Visitors who secure a temporary tag may be allowed to park in employee parking. Visitor parking tag will display current date and time.
- 32.8** The security officer will escort employees to/from their vehicles when requested.
- 32.9** Report the presence of bottles, broken glass and other physical safety hazards for removal to building maintenance services.
- 32.10** Confront and remove trespassers from parking areas, if necessary.

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Post Specific Section: Rover Day	Post Location: D2 & E2	Number of Guards: 1
See Diagram		

33. Patrol Rounds

- 33.1** Security officers will make roving patrol rounds to check general facility and property security. Security officers will report any suspicious or unusual situations.
- 33.2** Security officers will make continuous patrols during each shift. Security officers will make rounds in a random manner to prevent establishing a pattern of movement.
- 33.3** Security officers will use patrol equipment designated to their post. i.e. golf cart, foot patrol, etc. to perform rounds.
- 33.4** Security officers will check all exterior doors and report any unlocked doors to security supervisor or TFC Property Manager. All exterior doors will be secured immediately.
- 33.5** Security officer will patrol dock area and report vehicles blocking dumpsters or otherwise impeding normal dock operations.
- 33.6** Security officer will ensure vehicles in dock area are authorized for service or deliveries.
- 33.7** Mandatory check points will be identified by CSO and the security officer must swipe their access card to acknowledge the location has been checked.
Security officers making rounds shall scan their access card at the following locations on each round to ensure a marker for security (additional check points may be added by CSO).
 - 33.7.1** Employee entrance
 - 33.7.2** Visitor entrance
 - 33.7.3** Cafeteria entrance
 - 33.7.4** Loading dock entrance.
- 33.8** Security officers making rounds will provide support for crowd control at requested post.
- 33.9** Security officers will alternate designated posts with other guards every two hours. Security supervisor should use security rovers during the transition of shifts.
- 33.10** Report any building maintenance related problems such as plumbing, lighting, heating, cooling, cleaning, etc., that might require attention or repair to the TFC Property Manager and annotate in the Daily Activity Log. Contact TFC Dispatch to report safety problems at (512) 463-3600.
- 33.11** Security officer will respond to all alarms and complaints within section and notify Security Supervisor.

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34. Parking Control

- 34.1** Security officer will patrol parking lot surface in section D2 & E2 for unauthorized vehicles. Only authorized vehicles are permitted to park on state parking surfaces. While on patrol, security officers will monitor parked vehicles to ensure all vehicles display the appropriate State-issued proper parking decal.
- 34.2** All vehicles without proper employee decal are subject to a written warning ticket or towing.
- 34.3** A commercial towing service is available to remove vehicles not in compliance with the parking policy.
- 34.4** Security officers will notify security supervisor or TFC Property Manager of parking violation. Security supervisor or TFC Property Manager will determine if towing is necessary and call the prescribed commercial towing service.
- 34.5** Security officer will generate an incident report for any circumstance or instance where a vehicle has been towed. Security officers will report to the TFC Property Manager any vehicle parked in prohibited areas or a handicapped space without proper hangtag or license plate.
- 34.6** Service vehicles, including delivery vehicles, may be parked in areas normally closed to parking as necessary while work is being performed at facilities.
- 34.7** Visitors may park in designated visitor areas for 2 hours. Visitors who secure a temporary tag may be allowed to park in employee parking. Visitor parking tag will display current date and time.
- 34.8** The security officer will escort employees to/from their vehicles when requested.
- 34.9** Report the presence of bottles, broken glass and other physical safety hazards for removal to building maintenance services.
- 34.10** Confront and remove trespassers from parking areas, if necessary.

35. Post D2 & E2 Rover (If applicable, patrol inside & outside during commission meetings)

- 35.1** Security officers will make roving patrol rounds to check inside general facility. Security officers will report any suspicious or unusual situations.
- 35.2** Security officers will make continuous patrols during each shift. Security officers will make rounds in a random manner to prevent establishing a pattern of movement.
- 35.3** Security officers making rounds will provide support for crowd control.

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- 35.4** Report any building maintenance related problems such as plumbing, lighting, heating, cooling, cleaning, etc., that might require attention or repair to the TFC Property Manager and annotate in the Daily Activity Log. Contact TFC Dispatch to report safety problems at (512) 463-3600.
- 35.5** Security officer will respond to all alarms and complaints within section and notify Security Supervisor.

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Post Specific Section: Rover Day	Post Location: F2	Number of Guards: 1
See Diagram		

36. Patrol Rounds

- 36.1** Security officers will make roving patrol rounds to check general facility and property security. Security officers will report any suspicious or unusual situations.
- 36.2** Security officers will make continuous patrols during each shift. Security officers will make rounds in a random manner to prevent establishing a pattern of movement.
- 36.3** Security officers will use patrol equipment designated to their post. i.e. golf cart, foot patrol, etc. to perform rounds.
- 36.4** Security officers will check all exterior doors and report any unlocked doors to security supervisor or TFC Property Manager. All exterior doors will be secured immediately.
- 36.5** Security officer will patrol dock area and report vehicles blocking dumpsters or otherwise impeding normal dock operations.
- 36.6** Security officer will ensure vehicles in dock area are authorized for service or deliveries.
- 36.7** Mandatory check points will be identified by CSO and the security officer must swipe their access card to acknowledge the location has been checked.
Security officers making rounds shall scan their access card at the following locations on each round to ensure a marker for security (additional check points may be added by CSO).
 - 36.7.1** Employee entrance
 - 36.7.2** Visitor entrance
 - 36.7.3** Cafeteria entrance
 - 36.7.4** Loading dock entrance.
- 36.8** Security officers making rounds will provide support for crowd control at requested post.
- 36.9** Security officers will alternate designated posts with other guards every two hours. Security supervisor should use security rovers during the transition of shifts.
- 36.10** Report any building maintenance related problems such as plumbing, lighting, heating, cooling, cleaning, etc., that might require attention or repair to the TFC Property Manager and annotate in the Daily Activity Log. Contact TFC Dispatch to report safety problems at (512) 463-3600.
- 36.11** Security officer will respond to all alarms and complaints within section and notify Security Supervisor.

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37. Parking Control

- 37.1** Security officer will patrol parking lot surface in section F2 for unauthorized vehicles. Only authorized vehicles are permitted to park on state parking surfaces. While on patrol, security officers will monitor parked vehicles to ensure all vehicles display the appropriate State-issued proper parking decal.
- 37.2** All vehicles without proper employee decal are subject to a written warning ticket or towing.
- 37.3** A commercial towing service is available to remove vehicles not in compliance with the parking policy.
- 37.4** Security officers will notify security supervisor or TFC Property Manager of parking violation. Security supervisor or TFC Property Manager will determine if towing is necessary and call the prescribed commercial towing service.
- 37.5** Security officer will generate an incident report for any circumstance or instance where a vehicle has been towed. Security officers will report to the TFC Property Manager any vehicle parked in prohibited areas or a handicapped space without proper hangtag or license plate.
- 37.6** Service vehicles, including delivery vehicles, may be parked in areas normally closed to parking as necessary while work is being performed at facilities.
- 37.7** Visitors may park in designated visitor areas for 2 hours. Visitors who secure a temporary tag may be allowed to park in employee parking. Visitor parking tag will display current date and time.
- 37.8** The security officer will escort employees to/from their vehicles when requested.
- 37.9** Report the presence of bottles, broken glass and other physical safety hazards for removal to building maintenance services.
- 37.10** Confront and remove trespassers from parking areas, if necessary.

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Post Specific Section: Park 35 Rover Night	Post Location: District 1 District 2	Number of Guards: 3
See Diagram		

38. Patrol Rounds

- 38.1** Security officers will make roving patrol rounds to check general facility and property security. Security officers will report any suspicious or unusual situations.
- 38.2** Security officers will make continuous patrols during each shift Security officers will make rounds in a random manner to prevent establishing a pattern of movement.
- 38.3** Security officers will use patrol equipment designated to their post. i.e. golf cart, foot patrol, etc. to perform rounds.
- 38.4** Security officers will check all exterior doors and report any unlocked doors to security supervisor or TFC Property Manager. All exterior doors will be secured immediately. Security officer will not perform interior checks in Building F only after 5:00 PM, Monday through Friday or weekends.
- 38.5** Security officers will close all interior doors left unattended after business hours.
- 38.6** Mandatory check points will be identified by CSO and the security officer must swipe their access card to acknowledge the location has been checked. Security officers making rounds shall scan their access card at the following locations on each round to ensure a marker for security (additional check points may be added by CSO. See appendix titled – Security Check Points).
- 38.6.1** Employee entrance
 - 38.6.2** Visitor entrance
 - 38.6.3** Cafeteria entrance
 - 38.6.4** Loading dock entrance.
- 38.7** Security officers making rounds will provide support for crowd control at requested post.
- 38.8** Security officers will alternate designated posts with other guards every two hours. Security supervisor should use security rovers during the transition of shifts.
- 38.9** Report any building maintenance related problems such as plumbing, lighting, heating, cooling, cleaning, etc., that might require attention or repair to the TFC Property Manager and annotate in the Daily Activity Log. Contact TFC Dispatch to report safety problems at (512) 463-3600.
- 38.10** Security officer will respond to all alarms and complaints within section and notify supervisor.
- 38.11** Security officers patrolling in District 1 will report to post A4 at 6:00 AM and remain at post A4 until 8:00 AM, Monday through Sunday. The primary responsibility is to provide

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protection to state employees arriving to work. During the 6:00 AM to 8:00 AM period in District 1, the security officers in District 2 will provide emergency coverage for District 1 when necessary.

- 38.12** Security officers will patrol post A4 at least three times per hour and report any suspicious activity or unauthorized personnel. The security officer will scan their access credentials on the card reader (when card reader is available) to verify their presence at the post.
- 38.13** Security officers will check the perimeter fence for break-ins or breaches. Security officers will check all locks and secure any unlocked doors, pad-locks, or vehicles, etc. All unsecure locks must be documented on an incident report.
- 38.14** Security officers will patrol in their assigned district. If an incident occurs which causes security officers to team up with the other district, both security officers will fill out a separate incident report documenting why the action was necessary.

39. Parking Control

- 39.1** Only authorized vehicles are permitted to park on state parking surfaces. While on patrol, security officers will monitor parked vehicles to ensure all vehicles display the appropriate State-issued proper parking decal.
- 39.2** All vehicles without proper employee decal are subject to a written warning ticket or towing.
- 39.3** A commercial towing service is available to remove vehicles not in compliance with the parking policy.
- 39.4** Security officers will notify security supervisor or TFC Property Manager of parking violation. Security supervisor or TFC Property Manager will determine if towing is necessary and call the prescribed commercial towing service.
- 39.5** Security officer will generate an incident report for any circumstance or instance where a vehicle has been towed. Security officers will report to the TFC Property Manager any vehicle parked in prohibited areas or a handicapped space without proper hangtag or license plate.
- 39.6** Service vehicles, including delivery vehicles, may be parked in areas normally closed to parking as necessary while work is being performed at facilities.
- 39.7** Visitors may park in designated visitor areas for 2 hours. Visitors who secure a temporary tag may be allowed to park in employee parking. Visitor parking tag will display current date and time.
- 39.8** The security officer will escort employees to/from their vehicles when requested.
- 39.9** Report the presence of bottles, broken glass and other physical safety hazards for removal to building maintenance services.

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39.10 Confront and remove trespassers from parking areas, if necessary.

39.11 Security officers will secure all facility gates. Monday through Friday gates will close at 9:00 PM and reopen at 6:00 AM. Saturday and Sunday gates will remain closed at all time.

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Other Security Duties as Assigned (Lost and Found)**1. Abandoned/Found Property**

- 1.1. Place lost item in a large envelope;
- 1.2. Mark the outside of the envelope with the date, time and description of the item;
- 1.3. Include the name of the person who found the items and the security officer accepting items;
- 1.4. Seal the envelope and turn into security supervisor;
- 1.5. Security supervisor will store items in a secure location;
- 1.6. Direct all request regarding items to the Security Command Post or Security Supervisor.

2. Unclaimed Property

- 2.1. Lost and found items are secured for sixty (60) days from date item was turned in.
- 2.2. TFC Property Manager will surplus or discard any lost or found items.

Other Security Duties as Assigned (Conference Room Reservations)**1. Conference Rooms**

- 1.1. From time to time, large-scale public meetings may occur at these facilities. Security officer will check TFC website on a daily basis at <https://schedule.tfc.state.tx.us/Default.asp?> for conference room reservations.
- 1.2. If a meeting is scheduled, Security officer will make adjustments for crowd control.
- 1.3. Security officer will not give out conference room phone numbers.
- 1.4. Security officers are not responsible for conference room reservations or setups.
- 1.5. Security officers will monitor conference rooms to prevent disruptions to normal business operations of the tenant agencies.

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Other Security Duties as Assigned (Package and Deliveries)

1. Package and Deliveries

- 1.1. Security officers will not receive incoming courier, flower, or interagency mail deliveries.
- 1.2. Delivery personnel will be directed to a public phone with which to contact mail room personnel at (512) 239-2971.

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TFC Contract No. 18-040-000

Exhibit A-2(a)

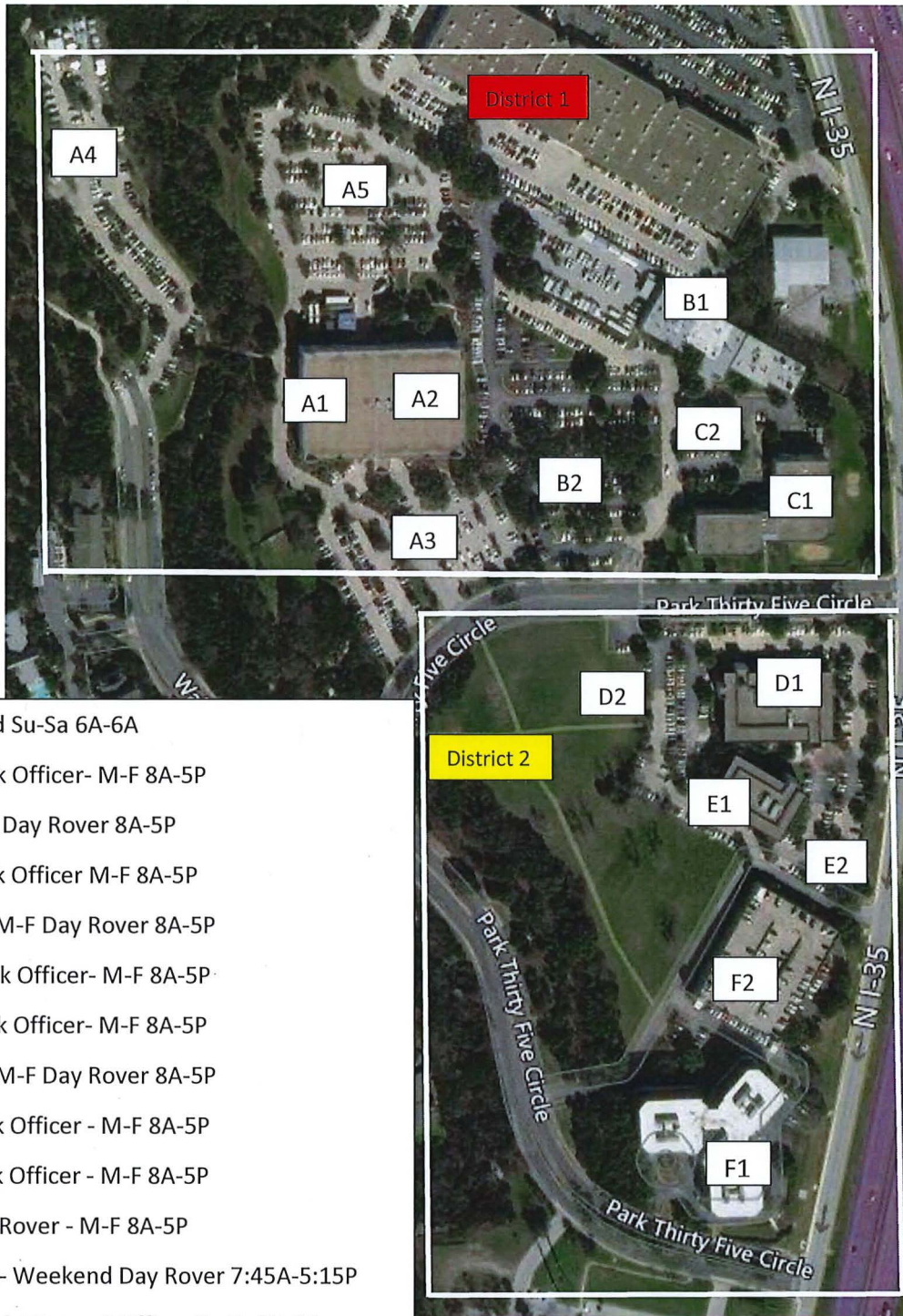
Champion National Security
Amendment No. 2

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TFC Contract No. 18-040-000

Exhibit A-2(a)
PARK 35 TCEQ CAMPUS MAP

NORTH

Champion National Security
Amendment No. 2

Post A1- Lead Su-Sa 6A-6A

Post A2- Desk Officer- M-F 8A-5P

Post A3, M-F Day Rover 8A-5P

Post B1- Desk Officer M-F 8A-5P

Post B2, C2- M-F Day Rover 8A-5P

Post C1- Desk Officer- M-F 8A-5P

Post D1- Desk Officer- M-F 8A-5P

Post D2, E2- M-F Day Rover 8A-5P

Post E1- Desk Officer - M-F 8A-5P

Post F1- Desk Officer - M-F 8A-5P

Post F2- Day Rover - M-F 8A-5P

District 1 & 2- Weekend Day Rover 7:45A-5:15P

District 1- Night Rover 1 Officer Su-Sa 5P-8A

District 2- Night Rover 1 Officer Su-Sa 5P-8A

TFC Contact No. 18-040-000
RFP No. 303-7-01492
Champion National Security
Amendment No. 2

EXHIBIT A-2(b)

WILLIAM P. HOBBY BUILDING POST ORDERS

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Exhibit A

Post Orders – William P. Hobby State Office Building



Texas Facilities Commission

Risk Management Office

Post Orders for: William P. Hobby State Office Building	Effective Date:	Expiration Date:
Location:		

These security Post Orders are maintained by the Texas Facilities Commission. The release of this information to the Security officer Services contractor is not a release to the public for purposes of the Public Information Act, Government Code Chapter 552. The information in this document may be excepted from the requirements of the Public Information Act pursuant to Government Code Section 552.101, information confidential by law, in conjunction with Government Code Section 418.181, concerning the confidentiality of information relating to critical infrastructure. The misuse or distribution of confidential information is a criminal offense for purposes of the Public Information Act. Gov't Code § 552.352. All requests for this information should be addressed directly to the Texas Facilities Commission.

General Post Orders

1. Purpose

- 1.1. Post orders for the security officer force to provide direction and instruction of general application to all members of the security force. Each member of the security officer force is responsible for being fully familiar with and responsive to the post orders. These orders will not be modified or revised without the written authority of the Texas Facilities Commission (TFC) Chief Safety Officer (CSO).

2. Mission

- 2.1. The primary mission of the security officer force is to provide protection for William P. Hobby State Office Building (WPH) personnel, facilities, garages and equipment. The security officer force will carry out specific actions as described in these post orders and individual guard orders in case of emergencies.

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Exhibit A

3. Performance of Duty and Uniform

- 3.1.** Security officer personnel will be firm yet courteous, efficient, and tactful at all times while in the performance of their duties. Security officer personnel will never engage in confrontational activities, oral or written, with any person, and refer disagreements and misunderstandings to their supervisor and to the TFC Property Manager. The TFC Property Manager will notify the CSO of the specifics of the disagreement or misunderstanding. All security officers must read, fully understand, and comply with all Post Orders.
- 3.2.** Security officer personnel will at all times maintain a neat and clean appearance, and while on duty, be fully dressed in the prescribed uniform and equipment. Security officers will be subject to inspection at any time.
- 3.3.** Security officers must not participate in or support any activities which would be disruptive to the performance of their prescribed duties and would decrease the efficiency of the security force operation.
- 3.4.** Security officer personnel will perform only those security duties identified by the security officer contract, these Post orders, or the CSO. Security officers will not perform any other non-security related or unauthorized functions during duty hours, i.e. housekeeping duties, or any act that will distract security officer from his/her intended purpose.
- 3.5.** Security officers will maintain in a neat, orderly, legible fashion, all record books and incident reports.
- 3.6.** Security officers will not offer or divulge any information about facilities operation, structure or personnel to anyone. Security officers shall immediately report to the TFC Property Manager and CSO of any attempts to solicit information regarding personnel or facilities. Under no circumstances are security officers to answer questions or comment to any media representative.
- 3.7.** Security officers will brief and pass on any special instructions to the relief guard regarding any incidents or special circumstances that occurred during the previous shift.
- 3.8.** Security officers will be vigilant as to observations of the surrounding areas on and immediately adjacent to the building property, and report any suspicious vehicles or persons to the supervisor on duty.
- 3.9.** Security officers will control access to state facilities. Security officers will intercept, identify and record the proper log entries for visitors and other appropriate persons to state facilities. Security officers will verify valid photo identification card to recorded and signed log entry.
- 3.10** Security officers will ensure that only authorized persons displaying a valid form of identification (driver's license, state-issued identification card, passport, etc) are authorized to enter the area assigned. Security officers will notify the supervisor on duty of any unauthorized persons found to be in any area of the property.

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Exhibit A

- 3.11** Security officers will conduct periodic inspections of their assigned areas and report any unusual incident, circumstance, or emergency.
- 3.12** Security officers will maintain a high standard of professionalism while on duty. Security officers will be polite and courteous in the performance of their duties. Security officers will not use abusive language, be late for work, or be inattentive. Security officers will not act in any manner detrimental to the reputation of their company, TFC or the state agencies occupying space in state facilities.
- 3.13** Security officers at state facilities must be able to demonstrate a working knowledge of emergency action plans (EAP) i.e. (fire, bomb, intruder, etc). EAP will be provided to Contractor prior to provision of services. The contractor will be responsible for the basic training of the security officers.
- 3.14** Security officers will comply with all orders or instructions given to them by supervisor on duty, TFC Property Manager, or CSO.
- 3.15** Security officers will not abuse their authority for personal or monetary gain. Security officers will not gamble or engage in any illegal activity while on duty or while in uniform on state property.
- 3.16** Each shift security officer will maintain a daily activity report to log all security checks, problems and other activity deemed as being significant. Highly irregular items will be documented on an INCIDENT REPORT and submitted to the TFC Property Manager.
- 3.17** Each shift security officer will prepare a report for their shift. These reports will be grouped together and submitted to the TFC Property Manager by the on-site Supervisor on the first of each month.
- 3.18** Maintain a high visibility profile by greeting TFC tenants and visitors.
- 3.19** In cases of fire or other building emergencies call 911, TFC Operations & Maintenance at (512) 463-3600, and the TFC Property Manager.

4 Professional Conduct

- 4.1** Report for Work- Security officers will be punctual in reporting for duty at least 15 minutes prior to the start of shift and in sufficient time to allow for a briefing from the prior shift security officer. See par. 3.7.
- 4.2** Honesty- Security officers will not remove any item from an office, room, or space except under instructions from the supervisor, TFC Property Manager or CSO.
- 4.3** Proper use of Official Time- Security officers will remain alert and vigilant at all times. Security officers will not nap or sleep on post, engage in personal conversations in person or on the telephone, use mobile devices for any personal purpose, read a newspaper, watch TV, or attend to any other personal business during duty hours, except during approved breaks.

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Exhibit A

- 4.4 Use of State Equipment – All state equipment provided shall be used only for its intended official purpose. No personal use is permitted. Security officers shall safeguard state equipment adequately from theft or damage.
- 4.5 Uniforms- Security officers will wear clean, neat, and complete uniforms while on duty.
- 4.6 Sexual Harassment- Security officers will not engage in any conversation or activity that may be interpreted as sexual harassment.
- 4.7 Incidents Reports- Incident reports will be prepared immediately after observing a security incident. All incident reports must be given to supervisor. Supervisor will pass report to TFC Property Manager and CSO. All incident reports will be available to TFC Property Manager within 24 hours of incident. If immediate action is required concerning incident, supervisor will notify the TFC Property Manager or CSO immediately or no later than fifteen minutes after the incident.
- 4.8 Surveillance Detection- Security officers will be aware of and report any attempt to detect surveillance directed at state facilities. The CSO will be notified immediately.
- 4.9 Telephone and Radio Communication- Security officers will handle official telephone calls or inquiries while on duty. Security officers will be courteous and polite on official calls. All calls should be referred to the proper person.
- 4.10 Disclosure of Official Information- Security officers shall not disclose official information, records, and documents to unauthorized personnel. Security officers will not discuss the nature of their duties or what is observed or overheard during the execution of prescribed duties with any unauthorized personnel.

5 Alcoholic Beverages/Narcotics and Dangerous Drugs

- 5.1 The drinking of intoxicating beverages or substances on duty, or four hours prior to assuming duty is prohibited. Any officer who is incapacitated or has the appearance of diminished physical or mental faculties will not be posted on duty, will not be allowed to work, and may be terminated for reporting to work in this manner.
- 5.2 The use of illegal drugs or other dangerous substances is strictly prohibited. Any officer using, or in possession of an illegal drug or other dangerous substance shall be removed from State property immediately.

6 Proper Identification Card and Visitors

- 6.1 Security officer will screen all state employees for a State of Texas identification card. A person without an identification card will check in at the security desk and register in the employee log.
- 6.2 If a state identification card cannot be presented:

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Exhibit A

- 6.2.1 Security officer will require the employee to provide a government issued photo identification card, i.e. driver license, passport, etc., and;
 - 6.2.2 Security officer will check the state employee's name against an employee roster, employee's manager, or by contacting TFC badging unit during business hours at (512) 463-6157 to confirm employee's employment status.
 - 6.2.3 Security officer will issue employee a temporary employee tag. Under no circumstances will a temporary employee tag be issued to someone whose name is not on the Badge Administrator List or approved site-specific employee list, or approved by the employee's manager, or by confirmation through the TFC badging unit.
- 6.3 Security officer will require all visitors check in at security station and register in the visitor log or computer visitor tracking system. Each visitor will provide a government issued photo identification card.
- 6.4 Security officer will cross check name on visitor log to ensure it matches name on photo identification.
- 6.5 All visitors will furnish the name of the person or office to be visited. Security officer will establish contact with the person or office and arrange for the visitor to be met at the security station.

7 Parking Control

- 7.1 Only authorized vehicles are allowed to park on state parking surfaces. While on patrol, security officers will monitor parked vehicles to ensure all vehicles display the appropriate State-issued proper parking decal.
- 7.2 All vehicles without proper employee decal are subject to a written warning ticket or towing.
- 7.3 A commercial towing service is available to remove vehicles not in compliance with the parking policy.
- 7.4 Security officers will notify security supervisor. The TFC Property Manager will be notified of serious or repeat parking violations. TFC Property Manager will determine if towing is necessary and call the prescribed commercial towing service.
- 7.5 Security officer will generate an incident report for any circumstance or instance where a vehicle has been towed. Security officers will report to the TFC Property Manager any vehicle parked in prohibited areas or a handicapped space without proper hangtag or license plate.
- 7.6 Service vehicles, including delivery vehicles, may be parked in areas normally closed to parking as necessary while work is being performed at facilities.

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Exhibit A

7.7 Visitors who secure a temporary tag may be allowed to park in Garage N employee parking. Visitor parking tag will display current date and time. Visitor Parking in Garage L is reserved. There is no open visitor parking.

7.8 The security officer will escort employees to/from their vehicles when requested.

7.9 Report the presence of bottles, broken glass and other physical safety hazards for removal to building maintenance services.

7.10 Confront and remove trespassers from parking areas, if necessary.

8 Site Patrol

8.1 Patrol Rounds

8.1.1 Security officers will make roving patrol rounds to check general facility and property security. Security officers will report any suspicious or unusual situations.

8.1.2 Security officers will make at least four (4) patrols each shift at random times. Security officers will make rounds in a random manner to prevent establishing a pattern of movement.

8.1.3 Security officers will use patrol equipment designated to their post. i.e. golf cart, foot patrol, etc. to perform rounds.

8.1.4 Security officers will check all exterior doors and report any unlocked doors to security supervisor or TFC Property Manager. All exterior doors will be secured immediately. Security officers will close all interior doors left unattended after business hours.

8.1.5 Security officers will check all interior doors to ensure they are secure.

8.1.6 Security officers making rounds shall scan their access card at the following locations on each round to ensure a marker for security, if applicable.

8.1.6.1 Employee entrance

8.1.6.2 Visitor entrance

8.1.6.3 Cafeteria entrance

8.1.6.4 Loading dock entrance.

8.1.7 Security officers making rounds will provide support for crowd control at requested post.

8.1.8 Security officers will alternate designated posts with other guards every two hours.

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Exhibit A

8.1.9 Report any building maintenance related problems such as plumbing, lighting, heating, cooling, cleaning, etc., that might require attention or repair to the TFC Property Manager and annotate in the Daily Activity Log. Contact TFC Dispatch to report safety problems at (512) 463-3600.

8.1.10 Security officer will respond to all alarms and complaints within section and notify supervisor.

9 Keys and Control

9.1 Security officers will follow all policies and procedures related to key control as determined by CSO.

9.2 KEYS FOR STATE BUILDINGS: TFC will provide the Contractor with keys for buildings covered by the contract.

9.3 The Contractor, under the terms of the contract shall not make, or allow to be made, duplicate copies of the keys issued to them. Should the Contractor need additional keys beyond the number of keys provided to them by TFC, the Contractor shall request additional keys in written format and state why additional keys are necessary.

9.4 All keys remain the property of TFC at all times and shall be surrendered immediately to the Contract Administrator upon request. All Contractor issued keys shall remain on-site in the contracted buildings at all times.

9.5 Security officers may also be responsible for checking out keys to facility Custodial staff. Distribution and return of keys shall be logged in a manner acceptable to TFC.

9.6 If all keys are not returned upon expiration or termination of the contract, the Contractor shall be responsible for the cost of re-keying the affected location. A spot check or inspection of the Contractor issued key inventory may be performed at any time by the Contract Administrator. If during the spot check or inspection, or any other time, the Contract Administrator determines that the Contractor 1) does not have the accurate number of Contractor issued keys in the Contractor inventory; 2) has duplicate and/or additional keys; 3) or allowed additional keys to be made, TFC may immediately terminate the contract and assess actual damages in the cost of re-keying the affected location.

9.7 Should TFC change locks on the building(s) for reasons other than the fault of the Contractor, TFC will provide the Contractor with new keys.

9.8 Contractor will insure that all keys and items belonging to TFC are returned to TFC upon guard separation, reassignment, or upon contract expiration or termination.

10 CCTV - The security officers shall view the TV monitors for specific areas as much as possible when not performing other duties and shall immediately report suspicious, criminal, or unusual activity to

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Exhibit A

the local police department and the TFC Property Manager. The security officer shall report any malfunction of the cameras, monitors or DVR systems to TFC immediately.

10.1 This system has been implemented by the TFC to assist with the safety of employees, visitors, and contractors and enhance the security of state facilities.

10.2 All CCTV will be managed in accordance with TFC policies and procedures.

10.3 Security officers will not disclose, divulge, discuss, duplicate, or erase CCTV recordings or its contents without the express consent of TFC.

10.4 Security officers will be responsible for monitoring the recordings in real time and post-incident review.

10.5 Security officers will be responsible for taking action in regards to recorded incidents and reporting to security supervisor and TFC Property Manager.

10.6 Security officers understand that all recordings and their content is the property of TFC and shall not be copied, distributed or used for any publication. If recordings are requested by law enforcement, security officers should contact TFC Property Manager or CSO.

10.7 Security officers understand only authorized personnel are allowed to view CCTV. Authorized personnel include the CSO, TFC Contract Manager, TFC Property Manager, law enforcement personnel and site security staff.

10.8 Security officers will monitor common areas and areas accessible to the public.

10.9 Security officers must not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classification protected by non-discrimination policy.

10.10 Security officers will keep the CCTV control room locked at all times.

10.11 Security officers are prohibited from conducting casual visits in the CCTV control room.

11 Emergency Response Procedures

11.1 Fire Alarms

11.1.1 Security officers will be trained in fire prevention and reporting responsibilities. Security officers will constantly look for fire hazards whenever possible and report to appropriate personnel.

11.1.2 Security officers who receive fire alarm activation alarms shall proceed immediately to location of alarm.

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Exhibit A

11.1.3 Security officer shall attempt to ascertain information about the cause of the alarm either by occupants on scene or from the fire alarm panel.

11.1.4 If security officers discover a false alarm, the TFC Property Manager shall be notified. The alarm may be reset if it is safe to do so with approval of TFC Property Manager or appropriate personnel.

11.1.5 If security officers discover a fire, it shall be reported immediately to 911. After calling 911, and if safety allows, security officers will then notify supervisor and TFC property manager

11.1.6 Security officers will inform employees in the immediate vicinity of the fire and order an emergency evacuation of area.

11.1.7 Security officers primary duty in regards to fire alarm response is to prevent the loss of life.

11.2 Medical Emergency Response

11.2.1 Security officers will notify emergency by dialing 911. Security will secure scene and stay with victim until help arrives.

11.3 Civil Disturbances and Disputes

11.3.1 Demonstrations and other disturbances may happen at any time. TFC Property Manager shall be notified of any demonstration, protests or political information booths on the property, whether peaceful or not. TFC Property Manager will brief security officers regarding current events associated with agency business as appropriate.

11.3.2 Security officers shall be alert to an increase in police activity or other unusual activities occurring near building entrances that could signal that a demonstration or other civil disturbance problem is taking place in that vicinity.

11.3.3 Security officers shall ensure all facilities are secure and no unauthorized person enters the facility.

11.3.4 Security officers will escort and remove from state property any person who causes a disturbance, and report the incident to the TFC Property Manager and CSO.

11.4 Criminal Activities

11.4.1 Security officers will be aware of and report of any acts of threats, physical violence, intimidation, harassment, etc. that could affect personnel and/or facilities.

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Exhibit A

- 11.4.2 Security officers who believe an imminent threat is present will immediately notify local law enforcement. Security officers will be the first point of contact for law enforcement officers.
- 11.4.3 Security officers will assist law enforcement officers who enter the premises.
- 11.4.4 Security officers will follow the directive of law enforcement officers on-site.

11.5 Bomb Threat Response - Telephone

- 11.5.1 Security officers will follow the procedures listed during a bomb threat:
- 11.5.2 Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
- 11.5.3 Listen carefully. Be polite and show interest.
- 11.5.4 Try to keep the caller talking to learn more information.
- 11.5.5 If possible, during the call, write a note to a colleague to call the appropriate local law enforcement agency or, as soon as the caller hangs up, immediately notify the appropriate local law enforcement agency.
- 11.5.6 If your phone has a display, copy the number and/or letters on the window display.
- 11.5.7 Complete the **Bomb Threat Checklist**. Write down as much details as you can remember. Try to get exact words.
- 11.5.8 Ask caller questions, such as:
 - 11.5.8.1 Where the bomb is located?
 - 11.5.8.2 When will it go off?
 - 11.5.8.3 What does it look like?
 - 11.5.8.4 What kind of bomb is it?
 - 11.5.8.5 What will make it explode?
 - 11.5.8.6 Did you place the bomb?
 - 11.5.8.7 Why did you place the bomb?
 - 11.5.8.8 What is your name?
- 11.5.9 Immediately upon termination of the call, **DO NOT HANG UP**. It is essential that the affected line remain disengaged to facilitate the efforts of responding law enforcement. **From a different phone**, dial 911 with information and await instructions.
- 11.5.10 Security officers shall look for signs of suspicious packages, including, but not limited to those that exhibit:

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Exhibit A

- 11.5.10.1 no return address,
- 11.5.10.2 excessive postage,
- 11.5.10.3 stains, strange odor,
- 11.5.10.4 strange sounds,
- 11.5.10.5 unexpected delivery,
- 11.5.10.6 poorly handwritten,
- 11.5.10.7 misspelled words,
- 11.5.10.8 incorrect titles,
- 11.5.10.9 foreign postage,
- 11.5.10.10 restrictive notes (such as *"to be opened by John Doe only"*).

11.5.11 Security officers will not use two-way radios or cellular phones. Radio signals have the potential to detonate a bomb. Security officers will instruct building tenants of this prohibition during evacuation, to include a minimum safe distance for the use of two-way radios of cellular phones by evacuated tenants.

11.5.12 Security officers will not touch or move a suspicious package. Movement or vibrations have the potential to detonate a bomb.

11.5.13 All bomb threats are to be reported to the TFC Property Manager after reporting to the local authorities.

12. Elevator Entrapment

12.1 Security officers will answer all telephone calls for elevator entrapments or problems.

12.2 Security officers will notify security supervisor, TFC Property Manager, or TFC dispatch at (512) 463-3600 for elevator entrapments or problems. If a medical emergency is evident, security officer or appropriate representative will notify emergency personnel by calling 911.

13. Other Duties

13.1 Fire Alarm Systems

13.1.1 Security officers will report all fire alarms to the TFC Property Manager or appropriate personnel.

13.1.2 Security officers will check to ensure all dock gates and courtyard gates release during fire alarm activation.

13.2 Portable Fire Extinguishers

13.2.1 Security officers will check inspection tags on fire extinguishers once a month while conducting patrol rounds. Security officers will notify TFC Property Manager of any expired fire extinguisher.

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Exhibit A

13.3 Supplemental TFC Distributed Training Materials

13.3.1 TFC may distribute additional site and training materials, such as the Department of Homeland Security Active Shooter Guide, http://www.alerts.si.edu/docs/DHS_ActiveShooterBook.pdf during the term of the contract. These additional training materials will be collated and assembled in a binder issued by TFC and located at the main security post desk. All contractor personnel are to be familiar with and abide by these additional supplemental informational and training materials.

14. Performance of Duty Supervisor

- 14.1** This is a salaried position. The Duty Supervisor reports to and is expected to be accessible by TFC Contract Administrator twenty-four hours a day/seven days a week for resolution of any issues that arise.
- 14.2** The primary responsibility of supervisor is the protection of personnel and property and overall supervision of all guard operations and shifts at state facilities for compliance to these Post orders.
- 14.3** Supervisor will maintain or approve work schedules for all personnel.
- 14.4** Supervisor will ensure all security officers have reviewed all general and specific post orders for all posts.
- 14.5** Supervisor will inspect all logbooks and incident reports upon receipt for accuracy and completeness.
- 14.6** Supervisor will ensure all personnel and posts have the required equipment to perform duties.
- 14.7** Supervisor will inform security officers of all special events and activities and will provide special instructions if necessary.
- 14.8** Supervisor will address any problems or situations requiring resolution and ensure that all guard personnel are performing their assigned duties.
- 14.9** Supervisor will perform random radio checks at post.
- 14.10** Supervisor will respond to any and all emergency situations.
- 14.11** Supervisor will ensure that all serious incidents are reported immediately to TFC Property Manager or CSO.
- 14.12** Supervisor will investigate all disturbances, complaints, thefts, vandalism, and accidents and provide a report to TFC Property Manager or CSO.

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Exhibit A

Post Specific Section: A	Post Location: A	Number of Guards: 1
See Diagram A		

15. Primary Duty Post A

- 15.1. The primary duty of the security officer at this Post A is the protection of personnel and property through adequate screening and access control.
- 15.2. Security supervisor or lead security officer will man post A1. Supervisor will ensure all post positions are covered and is responsible for addressing problem situations.
- 15.3. Security supervisor will monitor visitors' movements within their assigned area to ensure that visitors are not loitering or are unescorted.
- 15.4. Security supervisor will ensure that all posts in assigned areas are properly staffed and relieved.
- 15.5. Security officer will monitor CCTV while on post.
- 15.6. Security supervisor will initiate radio check with each post in assigned area every hour.
- 15.7. Manage visitor parking reservation system
- 15.8. Screen and issue badges for TFC contractors

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Exhibit A

Post Specific Section: B	Post Location: B	Number of Guards: 1
See Diagram B	Rover	

16. Primary Duty Post B

- 16.1.** The primary duty of the security officer at this Post B is the protection of personnel and property through adequate screening and access control.
- 16.2.** Security Officer will patrol Garage L and N between the hours of 4:00 AM and 6:00 AM. Security Officer will follow post orders listed section 7 of this document titled "Parking Control". The security officer will report to the main lobby after 6:00 AM and resume orders as listed below.
- 16.3.** The security officer is not responsible for the opening of doors or carrying of packages for building tenants or visitors, but may offer assistance, if the performance of prescribed duties is not affected. Under no circumstances are security officers to accept monetary or any other gratuity for services rendered.
- 16.4.** Security officer will screen all state employees for proper identification cards.
- 16.5.** Security officer will control the entry and exit of all visitors. Visitors shall only enter and leave buildings through the main entrances. Security officer will control the entry and exit of all visitors. Visitors shall only enter and leave buildings through the main entrances. Security officer will direct all visitors to the security desk.
- 16.6.** Security officer will monitor visitors' movements in assigned area to ensure they are not loitering or are unescorted.
- 16.7.** Security officer will ensure that all packages, brief cases, purses, etc. are not left unattended. All items left unattended will be logged and placed in a designated secured location.
- 16.8.** Security officer will immediately notify security supervisor of any suspicious individuals and/or items left unattended.
- 16.9.** Security officer will immediately notify security supervisor during demonstrations or emergencies.
- 16.10.** Security officer will man post at all times. Only security officers who have been properly relieved by the Security Supervisor can leave post.
- 16.11.** Security officer will rotate post position every two (2) hours until end of shift. The relieving security officer will conduct an interior check of building prior to relieving post.

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Exhibit A

- 16.12.** During an emergency evacuation, security officer shall not allow unauthorized personnel into the building. Once the emergency has concluded, all personnel are required without exception to utilize employee badges for readmission to facility.
- 16.13.** Security officer will notify TFC Property Manager if any safety hazards are discovered or reported.

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Exhibit A

Post Specific Section: C	Post Location: C	Number of Guards: 1
See Diagram C	Main Lobby Desk	

17. Primary Duty Post C

- 17.1.** The primary duty of the security officer at this Post C, is the protection of personnel and property through adequate screening and access control located at the main lobby desk.
- 17.2.** The security officer is not responsible for the opening of doors or carrying of packages for building tenants or visitors, but may offer assistance, if the performance of prescribed duties is not affected. Under no circumstances are security officers to accept monetary or any other gratuity for services rendered.
- 17.3.** Security officer will screen all state employees for proper identification cards.
- 17.4.** Security officer will control the entry and exit of all visitors. Visitors shall only enter and leave buildings through the main entrances. Security officers will issue a visitor's badge and notify the employee or department being visited.
- 17.5.** Security officer will not grant access to visitors into controlled areas or provide an escort to visitor's destination. The employee or department receiving the visitor must provide an escort or access into controlled areas.
- 17.6.** Security officer will ensure that all packages, brief cases, purses, etc. are not left unattended. All items left unattended will be logged and placed in a designated secured location.
- 17.7.** Security officer will immediately notify security supervisor of any suspicious individuals and/or items left unattended.
- 17.8.** Security officer will immediately notify security supervisor during demonstrations or emergencies.
- 17.9.** Security officer will maintain a daily log of any incidents.
- 17.10.** Security officer will man post at all times. Only security officers who have been properly relieved by the Security Supervisor can leave post.
- 17.11.** Security officer will rotate post position every two (2) hours until end of shift. The relieving security officer will conduct an interior check of building prior to relieving post.
- 17.12.** Security officer will monitor CCTV while on post.
- 17.13.** Security officer will check tenant agency provided list of approved deliveries to grant access. Security officer will ensure deliveries not listed on tenant agency provided list shall check in at main entrance.

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Exhibit A

- 17.14.** During an emergency evacuation, security officer shall not allow unauthorized personnel into the building. Once the emergency has concluded, all personnel are required without exception to utilize employee badges for readmission to facility.
- 17.15.** Security officer will notify TFC Property Manager if any safety hazards are discovered or reported.

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Exhibit A

Post Specific Section: E, F	Post Location: E, F	Number of Guards: 2
See Diagram E		

18. Primary Duty Post E (Parking Garage)

- 18.1. The primary duty of the security officer at this Post E and F is the protection of personnel and property through adequate screening and access control.
- 18.2. Only authorized vehicles are allowed to park on state parking surfaces. While on patrol, security officers will monitor parked vehicles to ensure all vehicles display the appropriate State-issued proper parking decal.
- 18.3. All vehicles without proper employee decal are subject to a written warning ticket or towing.
- 18.4. A commercial towing service is available to remove vehicles not in compliance with the parking policy.
- 18.5. Security officers will notify security supervisor or Property Manager of parking violation. Security supervisor or Property Manager will determine if towing is necessary and call the prescribed commercial towing service.
- 18.6. Security officer will generate an incident report for any circumstance or instance where a vehicle has been towed. Security officers will report to the Property Manager any vehicle parked in prohibited areas or a handicapped space without proper hangtag or license plate.
- 18.7. Service vehicles, including delivery vehicles, may be parked in areas normally closed to parking as necessary while work is being performed at facilities.
- 18.8. Visitors may park in designated visitor areas for 2 hours. Visitors who secure a temporary tag may be allowed to park in employee parking. Visitor parking tag will display current date and time.
- 18.9. The security officer will escort employees to/from their vehicles when requested.
- 18.10. Security officers will make roving patrol rounds to check general area. Security officer will immediately notify security supervisor of any suspicious individuals and/or items left unattended.
- 18.11. Security officers will use patrol equipment designated to their post. i.e. golf cart, foot patrol, etc. to perform rounds.
- 18.12. Security officer will immediately notify security supervisor during demonstrations or emergencies.

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Exhibit A

- 18.13.** Report the presence of bottles, broken glass and other physical safety hazards for removal to building maintenance services.
- 18.14.** Report any building maintenance related problems such as plumbing, lighting, heating, cooling, cleaning, etc., that might require attention or repair to the TFC Property Manager and annotate in the Daily Activity Log. Contact TFC Dispatch to report safety problems at (512) 463-3600.
- 18.15.** Security officer will man post at all times. Only security officers who have been properly relieved by the Security Supervisor can leave post.
- 18.16.** Security officer will rotate post position every two (2) hours until end of shift. The relieving security officer will conduct an interior check of building prior to relieving post.
- 18.17.** Security officer will check tenant agency provided list of approved deliveries to grant access. Security officer will ensure deliveries not listed on tenant agency provided list shall check in at main entrance.
- 18.18.** Security officer will respond to all alarms and complaints within section and notify supervisor.
- 18.19.** Security officer will notify TFC Property Manager if any safety hazards are discovered or reported.

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Exhibit A

Post Specific Section: G	Post Location: G	Number of Guards: 1
See Diagram G	Night Rover	

19. Primary Duty Post G

- 19.1. The primary duty of the security officer at this Post G is the protection of personnel and property through adequate screening and access control.
- 19.2. Security officers will make roving patrol rounds to check general facility and property security. Security officers will report any suspicious or unusual situations.
- 19.3. Security officer will screen all state employees for proper identification cards after hours.
- 19.4. Security officers will make continuous patrols each shift at random times. Security officers will make rounds in a random manner to prevent establishing a pattern of movement.
- 19.5. Security officers will check all exterior doors and report any unlocked doors to security supervisor or Property Manager. All exterior doors will be secured immediately.
- 19.6. Security officers will check all interior doors to ensure they are secure. Security officer will close all interior doors that are not occupied.
- 19.7. Security officers making rounds shall scan their access card at the following locations on each round to ensure a marker for security rounds:
 - 19.7.1. Employee entrance
 - 19.7.2. Visitor entrance
 - 19.7.3. Cafeteria entrance
 - 19.7.4. Loading dock entrance
- 19.8. Security officer will immediately notify security supervisor of any suspicious individuals and/or items left unattended.
- 19.9. Security officer will immediately notify security supervisor during demonstrations or emergencies.
- 19.10. Security officer will maintain a daily log of any incidents.
- 19.11. Security officer will monitor CCTV while on post.
- 19.12. Security officer will check tenant agency provided list of approved deliveries to grant access. Security officer will ensure deliveries not listed on tenant agency provided list shall check in at main entrance.

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Exhibit A

- 19.13.** During an emergency evacuation, security officer shall not allow unauthorized personnel into the building. Once the emergency has concluded, all personnel are required without exception to utilize employee badges for readmission to facility.
- 19.14.** Security officer will notify TFC Property Manager if any safety hazards are discovered or reported.

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Exhibit A

Other Security Duties Assigned (Flag Protocol)

1. Flag Display

- 1.1. The United States and State of Texas flags are displayed from 6:00 AM - 6:00 PM, Monday through Friday;
- 1.2. Flags are not displayed on weekends, nights, or State holidays unless ordered by the Office of the Governor through TFC;
- 1.3. Security officer is responsible for raising and lowering the flags each day (2 Security officers);
- 1.4. In the event of ambiguity or a conflict regarding flag protocol, security staff will contact TFC Contract Administrator for a final decision.

2. Special Display

- 2.1. The flags are to be flown at half-staff until noon on Memorial Day and then raised to full staff until sunset; (**Half-staff defined as: One-half the distance between the top and bottom of flag pole**).
- 2.2. By order of the President of the United States of America, the flags are to be flown at half-staff upon the death of principal figures of the United States Government; notification through TFC.
- 2.3. The Office of the Governor through TFC can authorize that flags be flown at half-staff upon the death of any State Government Official; this may pertain only to the State of Texas flag being at half-staff position.
- 2.4. Flags posted at half-staff should be first hoisted to the peak of the pole, and then lowered to half-staff position.
- 2.5. The flags are again raised to the peak of the pole before removal at the end of the day;
- 2.6. On Armed Forces Day each year there will be an additional flag posted in remembrance of the Prisoners of War; and
- 2.7. The Agency may post a notice at the main entrances informing staff why the flags are posted at half-staff.

3. Flag Positions

- 3.1. Display the United States flag on the left pole facing the flagpoles;
- 3.2. Post the United States flag first and lower last
- 3.3. Display the State of Texas flag on the right pole facing the flagpoles;

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Exhibit A

- 3.4. Flags should never touch the ground;
- 3.5. Flags should never be carried flat on horizontally;
- 3.6. Fold the United States flag in the traditional triangular method (See Attachment A – Flag Folding);
- 3.7. Fold the State of Texas flag in a normal fold;
- 3.8. Store flags in the Security lobby desk;
- 3.9. No item shall be kept with the flags; and
- 3.10. Report torn or frayed flags to the TFC Property Manager for replacement.

Other Security Duties as Assigned (Lost and Found)

1. Abandoned/Found Property

- 1.1. Place lost item in a large envelope;
- 1.2. Mark the outside of the envelope with the date, time and description of the item;
- 1.3. Include the name of the person who found the items and the security officer accepting items;
- 1.4. Seal the envelope and turn into security supervisor;
- 1.5. Security supervisor will store items in a secure location;
- 1.6. Direct all request regarding items to the Security Command Post or Security Supervisor.

2. Unclaimed Property

- 2.1. Lost and found items are secured for sixty (60) days from date item was turned in.
- 2.2. TFC Property Manager will surplus or discard any lost or found items.

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Exhibit A

Other Security Duties as Assigned (Conference Room Reservations)**1. Conference Rooms**

- 1.1. From time to time, large-scale public meetings may occur at these facilities. Security officer will check TFC website on a daily basis at <https://schedule.tfc.state.tx.us/Default.asp?> for conference room reservations.
- 1.2. If a meeting is scheduled, Security officer will make adjustments for crowd control.
- 1.3. Security officer will not give out conference room phone numbers.
- 1.4. Security officers are not responsible for conference room reservations or setups.
- 1.5. Security officers will monitor conference rooms to prevent disruptions to normal business operations of the tenant agencies.

Other Security Duties as Assigned (Package and Deliveries)**1. Package and Deliveries**

- 1.1. Security officers will not receive incoming courier, flower, or interagency mail deliveries.
- 1.2. Delivery personnel will be directed to a public phone with which to contact the recipient.

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Exhibit A

Attachment A - Flag Folding

As an Army and Navy custom, the flag is lowered daily at the last note of retreat. Special care should be taken that no part of the flag touches the ground. The Flag is then carefully folded into the shape of a tri-cornered hat, emblematic of the hats worn by colonial soldiers during the war for Independence. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night.

This custom of special folding is reserved for the United States Flag alone.

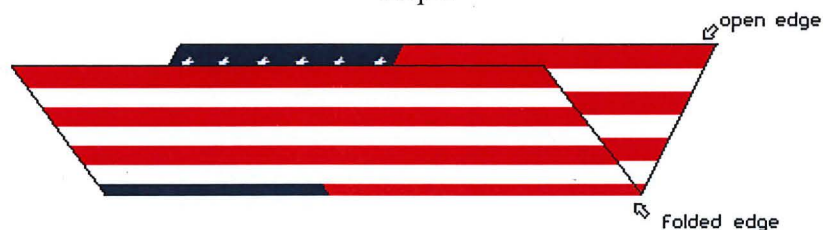
How to fold the Flag

Step 1



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.

Step 3



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Exhibit A

Fold the flag **again** lengthwise with the blue field on the **outside**.



Step 4



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



Step 6



The triangular folding is continued until the entire length of the flag is folded in this manner.



Step 7



When the flag is completely folded, only a triangular blue field of stars should be visible.



TFC Contact No. 18-040-000
RFP No. 303-7-01492
Champion National Security
Amendment No. 2

EXHIBIT B-2(a)

PARK 35 STATE OFFICE COMPLEX WEEKLY OFFICER HOURS

Security Officer Schedule**Park 35 Campus**

TFC Contract No. 18-040-000
 Champion National Security
 Exhibit B-2(a)
 Amendment No. 2
 Weekly Officer Hours

		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Hours
Post A1	Lead	6a-6a	24.0	6a-6a	24.0	6a-6a	24.0	6a-6a	24.0	6a-6a	24.0	6a-6a	24.0	6a-6a	24.0	168.0
Post A2	Desk Officer			8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0			45.0
Post A3	Day Rover			8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0			45.0
Post B1	Desk Officer			8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0			45.0
Post B2/C2	Day Rover			8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0			45.0
Post C1	Desk Officer			8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0			45.0
Post D1	Desk Officer			8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0			45.0
Post D2/E2	Day Rover			8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0			45.0
Post E1	Desk Officer			8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0			45.0
Post F1	Desk Officer			8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0			45.0
Post F2	Day Rover			8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0	8:00-5:00	9.0			45.0
Dist. 1&2	Day Rover Weekend	7:45-5:15p	9.5											7:45-5:15p	9.5	19.0
District 1	Night Rover	5p-8a	15.0	5p-8a	15.0	5p-8a	15.0	5p-8a	15.0	5p-8a	15.0	5p-8a	15.0	5p-8a	15.0	105.0
District 2	Night Rover	5p-8a	15.0	5p-8a	15.0	5p-8a	15.0	5p-8a	15.0	5p-8a	15.0	5p-8a	15.0	5p-8a	15.0	105.0
																0.0
		63.5		144.0		144.0		144.0		144.0		144.0		63.5		

Weekly Hours 847.0

TFC Contact No. 18-040-000
RFP No. 303-7-01492
Champion National Security
Amendment No. 2

EXHIBIT B-2(b)

WILLIAM P. HOBBY BUILDING WEEKLY OFFICER HOURS

TFC Contract No. 18-040-000
 Champion National Security
 Exhibit B-2(b)
 Amendment No. 2
 Weekly Officer Hours

Security Officer Schedule

WP Hobby Building, Garages L and N

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Hours
Post A	Lead Guard		7a-5p	7a-5p	7a-5p	7a-5p	7a-5p	7a-5p	50.0
Post B	Lobby/Rover		4a-12p	4a-12p	4a-12p	4a-12p	4a-12p	4a-12p	40.0
Post C	Officer Desk		7a-5p	7a-5p	7a-5p	7a-5p	7a-5p	7a-5p	50.0
Post E	Officer Garage L		6a-3p	6a-3p	6a-3p	6a-3p	6a-3p	6a-3p	45.0
Post F	Officer Garage N		6a-3p	6a-3p	6a-3p	6a-3p	6a-3p	6a-3p	45.0
Post G	Night Rover		5p-12a	5p-12a	5p-12a	5p-12a	5p-12a	5p-12a	35.0
		0.0	53.0	53.0	53.0	53.0	53.0	0.0	

Total Weekly Hours 265.00